

Job Description

Complete the questions on the left below using the following words.

responsible / facility / name / hours / title / answer / company / department

What is your <u>name</u> ?	My name is Steven Riley .
What _____ do you work for?	
Which _____ do you work at?	
Which _____ do you work in?	
What is your official job _____?	
What tasks are you _____ for?	
Who do you _____ to in your department?	
What are your normal working _____ ?	

Now match the information below to the correct question and write full answers.

*from 8:00 a.m. to 5:00 p.m. / production engineer / Corus Steel Company /
checking the temperature / the Port Talbot plant / the department manager /
the iron-making department / Steven Riley*

Now write your own information in each lower right-hand box.