

Before you start

- 1 Think about the people who work in your school, e.g. the teachers, the administrators. What are they *responsible for*? Who are they *responsible to*?

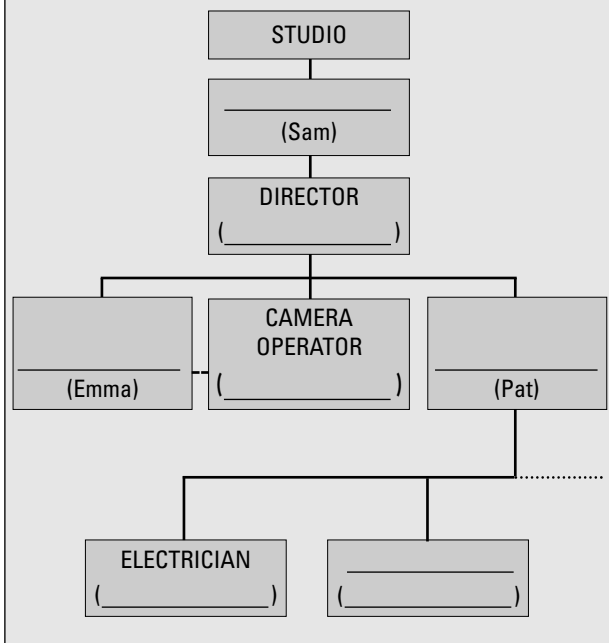
Reading

- 2 Read the text about some of the people in a film crew. Complete the diagram.

This is a fairly typical film set. On this film set, the director, John, is the boss. He's like the managing director of a company. He's responsible for making sure the film is made on time and to budget. The producer is really in charge of the business. In a normal company, he would be the chairperson. Our producer's name is Sam and he is responsible to the studio. They're the shareholders – the people who invest money in the film.

There are a lot of people involved in making a film. The camera operator is called Steve. He does all the filming and he's responsible to John. The sound recordist is Emma – she works closely with Steve. Her job is to record everything the actors say. Then there's Tony, the electrician. He looks after the equipment. Martin, the grip, organizes all the practical things and deals with any problems.

Finally, there's me. My name's Pat and I'm the assistant director. I help John, the director. I'm responsible for the rest of the crew, including Tony and Martin. My job is to make sure that everyone is in the right place at the right time and that they know what to do.



Vocabulary

- 3 Look at these phrases from the text. Use the Glossary or a dictionary to check any words you don't know. Then write them in your language.

Describing responsibility

My / Her job is to ... _____
 ... is responsible for ... _____
 ... is responsible to ... _____
 ... in charge of ... _____

Saying what someone does

... looks after ... _____
 ... deals with ... _____
 ... organizes ... _____
 ... works closely with ... _____

- 4 Complete the sentences (1–8) with a phrase from Exercise 3. Use each phrase only once.

- 1 The director tells the actors what to do and _____ any problems.
- 2 Martin _____ the practical things, like finding the right props.
- 3 I'm the camera operator. _____ record everything on film.
- 4 The director is _____ everything on the film set.
- 5 The electrician _____ the cameras, lights, and recording equipment.
- 6 Emma is _____ recording what people say.
- 7 The producer _____ the studio.
- 8 Pat _____ the director, John.

- 5 Complete 1–5 with words from the first paragraph.

- 1 The _____ is in charge of a company.
- 2 The _____ is money you have available to spend on a particular project.
- 3 The _____ is responsible for running a company.
- 4 To _____ is to put money into a business.
- 5 _____ put their money into a company.

Speaking

- 6 Work in pairs. Draw an organigram of an organization you know, e.g. your school or college. Explain it to another pair.

▶ Get real

Talk to someone who works for a company or organization. Ask them how it is organized. Find out about the jobs and responsibilities of some of the people. Draw an organigram of the company and explain it to the class.