

# Talking About Responsibilities

## Present Simple Verbs

- He, She It: add "s"
- Be careful with "be".

## Conjugations of "to be"

I am...  
You/we/they are...  
He/she/it is...

I **am** responsible for the recruitment process.

She **is** responsible for training new employees.

Subject + (am/is/are)  
+ responsible for ...

- (noun)
- (verb+ing)

We **are** in charge of the Beta project.

He **is** in charge of the marketing meeting.

Subject + (am/is/are)  
+ in charge of...

- (noun)
- (verb+ing)

They **have** to plan the marketing project.

She **has** to send the budget report.

Subject + (have/has)  
+ to...

- (verb)

## Practice assignment:

- Write about your responsibilities. Use each phrase above.
- Write about your boss' responsibilities. Use each phrase above.

the  
**TEFL** lab.

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