Departments



8 03 Watch three more people in business. Are these sentences true (*T*) or false (*F*)?

1 Emma is a training manager. ___
2 Emma is from London, but she lives in the USA. ___
3 Kate works in the IT Department of a training company. ___
4 Alex is a sales rep in the Sales Department. ___
5 Emma works in the Human Resources Department. ___
6 Kate's job is interesting. ___
7 Alex works in an office all day. ___

9 Write the verbs from the video in sentences 1–9.

fix *have* *like* *make* *manage* *meet* *run* *sell* *travel* *work*

1 I _____ the training for the employees here.
2 We _____ ten people in the HR Department.
3 We _____ a lot of training courses.
4 I _____ my department.
5 I _____ with eleven IT technicians in one big office.
6 We _____ computers and we _____ new programs for the company systems.
7 I _____ the programmes to companies.
8 I _____ around the country and present the training programmes.
9 I _____ four or five new people every day.



10 03 Watch the video again. Tick (✓) the person who says the department or team.

	Emma	Kate	Alex
IT	☐	☑	☐
Sales	☐	☐	☐
Human Resources	☐	☐	☐
Marketing	☐	☐	☐
Finance	☐	☐	☐
Business Development	☐	☐	☐
Training	☐	☐	☐

You and your working life

11 Write the question words in sentences 1–5.

who *what* *how* *where*

1 _____ do you work for?
2 _____ do you do?
3 _____ do you work?
4 _____ department do you work in?
5 _____ many people are in your department?

LIVEWORKSHEETS