1. **Complete the text with the words in the box.**

atmosphere- behaviour- code- flexibility- hierarchy- image- strategy- structure- open- values

When applying for a job with a new company, it can be very difficult to know what kind of culture exists within it, especially with regard to organisational **(1)** _____. Before you start, you might be aware of the company **(2)** _____ and **(3)** _____, knowing who reports to whom, but not how people act and react towards each other. Some companies have a dress **(4)** _____, while other companies allow staff some **(5)** _____ in what they wear. However, always remember that employees reflect the **(6)** _____ of a company, especially to the outside world. For most people, having a good **(7)** _____ in the workspace is vital, especially if you are working in an **(8)** _____-plan office. Employees need to work together to follow the company's **(9)** _____ for the future and achieve goals. Furthermore, understanding a company's **(10)** _____ is also key to a successful company.

2. **Complete the sentences with the Future Continuous or Future Perfect Simple form of the verb in brackets.**

1. We _____ (work) on this for ten years by the end of November. I can hardly believe it.
2. I wonder if I _____ (still / work) here in ten year's time.
3. It looks like the company _____ (make) its biggest profit ever by the time the year ends.
4. _____ we _____ (open) the new factory before the end of the year?
5. We _____ (implement) a new policy regarding the salary structure next month.
6. By the middle of next month, we _____ (install) all the new equipment in the factory.
7. _____ they _____ (train) all employees to use the new machines over the next few weeks?
8. What do you think we _____ (achieve) by the end of the course?

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3. Complete the dialogue using the phrases below.

based on your experience	Can I suggest	To be honest	we both want to	what you're saying about	Would it be useful

A: (1) _____, the staff feel worried about the new system the company's introduced.
B: Look, **(2)** _____ sort this out. You know we had no choice but to implement the new system.
A: I understand **(3)** _____ the need for change, but staff weren't told about the given training.
B: So, **(4)** _____, how do you think we can solve this?
A: (5) _____ that you have a meeting with everyone to listen to their concerns?
B: (6) _____ for me to ask the training company to be there, too?
A: Yes, I think it would.

4. Match the sentence halves.

1 My current job	**a** you said about our strategy.
2 If you need my help	**b** in Cincinnati.
3 I used to	**c** to be part of such a great team.
4 I'm now responsible	**d** involved with this new project.
5 I'm really delighted	**e** for finding new locations.
6 I'm proud to be	**f** work on product design.
7 I really liked what	**g** is head of U.S. operations.
8 I'm based	**h** in any way, just let me know.

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5. Put the sentences in the correct order.

a If you are interested in taking part in this scheme, please contact the HR manager as soon as possible. ☐

b You are sure to be delighted to learn that we are offering all staff the chance to work with our colleagues in another country for three months. ☐

c For example, a factory supervisor in the UK could change places with a factory supervisor in Australia. ☐

d Click on the link to find out more about the scheme and how it could work for you. ☐

e This is part of an employee exchange scheme which gives employees in all our companies the opportunity to swap jobs with a colleague in another country. ☐

f Great news! The company has come up with an exciting new initiative. ☐

g The HR manager will then find out which colleagues abroad you could change places with. ☐

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