

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?

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

2 If you need my help

3 I used to

4 I'm now responsible

5 I'm really delighted

6 I'm proud to be

7 I really liked what

8 I'm based

a you said about our strategy.

b in Cincinnati.

c to be part of such a great team.

d involved with this new project.

e for finding new locations.

f work on product design.

g is head of U.S. operations.

h in any way, just let me know.

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.