

Name: \_\_\_\_\_

### J07 EXTRA PRACTICE 6

#### 1. MATCH THE WORDS TO THE SENTENCES

advised   assisted   designed  
planned and organised  
represented   supervised

- 1 *I often had to help the manager with office duties.*  
*Assisted the manager with office duties.*
- 2 *As a student counsellor, one of my roles was to talk to students and help students on future career paths.*
- 3 *Because I'd made some websites at home, I was put in charge of making a new website for the company.*
- 4 *The company had lots of staff who travelled so had to book plane tickets and hotels – anything to do with travel arrangements.*
- 5 *The company did lots of trade fairs so sometimes I had to be there for the company at trade fair events.*
- 6 *I was never officially the team leader but my job included managing a team of four.*