

1. Read the texts and then complete the sentences with the words in purple in the blanks.



Mark

I love working for a small business. My **co-workers** and I work very hard, but we really enjoy it and we all have a good salary. Our **director** is nice and he really respects us, which creates a very good atmosphere.



Cathy

I'm a **freelancer**, so I work for a lot of different companies. The work is interesting, but sometimes I have too much to do and sometimes I don't have enough. I think it would be easier to work for just one **employer**.



Martha

It's a stressful job – I'm often in the office very early and don't leave until very late. I'm not complaining, though. My **personal assistant** is wonderful and in fact all of my **employees** are good. I just need a bit more free time!



George

There's a lot of competition when you work with other **sales staff**. Who's the best, who sells the most ... ? We are always arguing with each other! I'm never the best, and my **line manager** doesn't like me. It's awful!

- 1 The person who is responsible for managing your work is your _____.
- 2 A person who manages a whole company or part of a company is a _____.
- 3 _____ are paid to work at one company or organisation.
- 4 A _____ works for different organisations, not just for one company.
- 5 _____ are people who work with you in the same organisation.
- 6 The person or company that someone works for is their _____.
- 7 A _____ organises things like meetings, appointments and travel for a manager.
- 8 The group of people that work for an organisation is called the _____.