

1 Match 1–8 to a–h to make sentences.

- 1 Our firm specializes b
- 2 I'm responsible _____
- 3 Both our roles consist _____
- 4 We work _____
- 5 I work as _____
- 6 She works in _____
- 7 They're in _____
- 8 He deals _____

- a for the company accounting and general finance.
- ~~b in furnishings and household design.~~
- c the areas of pharmaceuticals and hospital supplies.
- d with all the enquiries from clients in our northern region.
- e of leading small teams of people on projects.
- f charge of dealing with after-sales and client services.
- g a sales assistant for an engineering firm.
- h with each other most of the time.

1 Complete the sentences with the phrases from the list.

*flexitime overtime home-working core hours
lunch break public holiday paternity leave
unpaid leave annual leave statutory pay*

- 1 I work flexitime , so I can start and finish my working day whenever I like.
- 2 Our employees' _____ are between ten and four, when they have to be in the office.
- 3 Last week, I worked for 55 hours, so I did 20 hours _____.
- 4 I work from home once a week because my company has a system of _____.
- 5 With maternity leave, the first 12 weeks are fully paid and then you receive 27 weeks' _____, which is less.
- 6 I rarely take a _____. I usually keep working and eat my sandwich at my desk.
- 7 In many countries, 1st January is a _____.
- 8 Nowadays, more fathers are taking _____ to help with a new baby.
- 9 Last year, I took six months _____ to travel round the world. It was a great experience but I missed receiving a salary!
- 10 I need to take the rest of my _____ before the end of the year or I'll lose it.

Work with a partner. Choose a job from A, but don't tell your partner which one. Describe the job's responsibilities using words from B and phrases from 5. Your partner must guess the job.

*Example: A This person deals with customers and is responsible for responding to complaints.
B Is he /she an after-sales assistant?*

A	B
marketing director	budget
sales rep	personnel
administrator	customers
website designer	paperwork
finance controller	targets
human resources manager	travel
lab technician	product development
team leader	projects
after-sales assistant	training
	recruitment
	publicity
	complaints
	money
	machinery

Work in groups of three. Each person chooses a job from 6.

- 1 Student A, introduce yourself to Student B, and then introduce Student C to Student B. Find out about each other's jobs and responsibilities.
- 2 Change roles and use your own jobs and responsibilities. Work together and find out as much as you can about each other.

Infinitive or Gerund - Practice Exercise