

4. Match 1-5 to a-e to make complete sentences.

1 My job involves <u>d</u>	a ... of taking orders from customers.
2 I deal __	b ... in training new staff.
3 My job consists __	c ... part in an interesting new project.
4 I'm involved __	d ... working very long hours.
5 I'm taking __	e ... with a lot of customer problems.

5. Choose the correct word in *italics*.

- 1 He's *involves* / *involved* in two or three big research projects.
- 2 I want to *deal* / *take part* with my email before I leave.
- 3 Her job *consists* / *involves* travelling all round the world.
- 4 He can't *involve* / *take part* in this morning's meeting – he's too busy.
- 5 His work *consists* / *involves* of finding new customers in Eastern Europe.

6. Match questions 1-6 with answers a-f.

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- 1 What is she doing? c
- 2 What does she do? __
- 3 Are you working this week? __
- 4 Do you work at weekends? __
- 5 Why do you leave the office so late? __
- 6 Why are you leaving the office so late? __

a She's a teacher.
b Yes, but only four days.
c ~~A Master's in Business Studies.~~
d My boss always asks to see me at about 7.00 p.m.
e We had a very long meeting.
f No, never.