

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

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|----------------------------|---|
| 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.

Match questions 1–6 with answers a–f.

- 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? ____
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- 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.