

1 Complete the words.

- 1 Johan works for a company that sells sports equipment. He's a **S**_____ Manager.
- 2 I'm a **D**_____ Designer. I make designs for the company website.
- 3 Indira is an IT **S**_____ who solves our technical problems.
- 4 Jimmi is a Production **E**_____. He checks that the processes are safe.

2 Choose a verb to use with the words.

1 _____ orders / photocopies
2 _____ on projects / for Volkswagen
3 _____ technical solutions / air transport services
4 _____ phone calls / emails

3 Choose a verb and put it in the correct form to complete the sentences.

- 1 The shop sells clothes. (answer/sell/work)
- 2 Ella and Umi work in a shop. (work/sell/manage)
- 3 Jan and I answer technical problems. (design/answer/solve)
- 4 Donna designs websites for companies. (work/write/design)
- 5 Jorge manages a team of ten people. (work/manage/provide)
- 6 He writes a report every week. (write/design/sell)
- 7 I answer phone calls in my job. (provide/solve/answer)
- 8 The company provides financial services. (make/provide/have)

4 Complete the dialogue with the words in the box.

A: Where do you ¹ _____ ?
B: In a telecommunications company.

A: What do you ² _____ at work?

B: I have meetings with clients.

A: Do you ³ _____ your job?

B: Yes. It's interesting.

A: Does the company ⁴ _____ offices in other countries?

B: Yes, in the USA and Australia.

A: Do you ⁵ _____ for work?

B: Yes. I go to the USA every two months. I don't go to Australia.

A: What do you ⁶ _____ in your free time?

B: I study English and ⁷ _____ to the beach to ⁸ _____ .

5 Complete the words in the dialogue.

M: Hello, I'm Melania.

J: Nice to ¹m_____ you. I'm Jorge.

M: Where are you ²f_____ , Jorge?

J: Spain. I'm Spanish. My ³h_____ town is Granada. What ⁴n_____ are you?

M: I'm Russian, but I don't work in Russia. I'm ⁵b_____ in Milan. What's your ⁶j_____ , Jorge?

J: I'm a Car Designer. What about you?

M: I ⁷s_____ consumer electronics online.

J: What ⁸d_____ do you work?

M: I work five days a week from ⁹T_____ to Saturday. I don't work on Sunday and ¹⁰M_____

6 Choose the odd word out.

1	Manager	Wednesday	Designer	Sales Representative
2	boring	good	interesting	marketing
3	specialist	production	marketing	IT
4	electronics	clients	clothes	cars
5	colleague	staff	team	product