

## 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.

answer make  
provide work

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

## 4 Complete the dialogue with the words in the box.

do (x2) go have  
like relax travel  
work

- A: Where do you <sup>1</sup> \_\_\_\_\_ ?  
 B: In a telecommunications company.  
 A: What do you <sup>2</sup> \_\_\_\_\_ at work?  
 B: I have meetings with clients.  
 A: Do you <sup>3</sup> \_\_\_\_\_ your job?  
 B: Yes. It's interesting.  
 A: Does the company <sup>4</sup> \_\_\_\_\_ offices in other countries?  
 B: Yes, in the USA and Australia.  
 A: Do you <sup>5</sup> \_\_\_\_\_ for work?  
 B: Yes. I go to the USA every two months. I don't go to Australia.  
 A: What do you <sup>6</sup> \_\_\_\_\_ in your free time?  
 B: I study English and <sup>7</sup> \_\_\_\_\_ to the beach to <sup>8</sup> \_\_\_\_\_.

## 5 Complete the words in the dialogue.

- M: Hello, I'm Melania.  
 J: Nice to <sup>1</sup>**m** \_\_\_\_\_ you. I'm Jorge.  
 M: Where are you <sup>2</sup>**f** \_\_\_\_\_, Jorge?  
 J: Spain. I'm Spanish. My <sup>3</sup>**h** \_\_\_\_\_ town is Granada. What <sup>4</sup>**n** \_\_\_\_\_ are you?  
 M: I'm Russian, but I don't work in Russia. I'm <sup>5</sup>**b** \_\_\_\_\_ in Milan. What's your <sup>6</sup>**j** \_\_\_\_\_, Jorge?  
 J: I'm a Car Designer. What about you?  
 M: I <sup>7</sup>**s** \_\_\_\_\_ consumer electronics online.  
 J: What <sup>8</sup>**d** \_\_\_\_\_ do you work?  
 M: I work five days a week from <sup>9</sup>**T** \_\_\_\_\_ to Saturday. I don't work on Sunday and <sup>10</sup>**M** \_\_\_\_\_.

## 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              |