JOBS - PROFESSIONS

1	Production Engineer	**5**	Admin Assistant
2	Sales Manager	**6**	Finance Officer
3	Sales Assistant	**7**	Project Manager
4	Digital Designer	**8**	IT Specialist

2A **Read about two jobs. Choose a job from Exercise 1A to complete the descriptions.**

A I'm a(n) _____ . I'm responsible for a team of five people. They often have meetings with customers. They sometimes work in the office and **call customers** on the phone. At the end of the week, they **do research** to find new clients. I sometimes **go to meetings** with important customers, so I often **travel for work**. I **analyse** sales **data**, and I often **write reports**. I also **do research** to find new clients. At the end of the day, I usually **make calls** to the other managers and to my boss, who works in a different location. My office hours are 9 a.m. to 5.30 p.m. but I'm so busy I never **finish work** before 5.30 p.m.

B Elena is a(n) _____ . She usually **starts work** at 7 o'clock and she always has a lot of work to do. She **answers the phone** and **makes calls** or **writes emails**. She works with the sales team and often **processes orders** for them. She sometimes **goes to meetings** and takes notes. She rarely **travels for work**.

B **Complete the expressions with words from Exercise 2A.**

1 ___go to___ meetings
2 _____ customers
3 process _____
4 do _____
5 _____ calls
6 _____ for work
7 _____ (sales) data
8 write _____ /emails
9 answer _____
10 _____ /_____ work