

Vocabulary

Work activities

1 Complete the sentences with the words in the box.

interview people write reports
do research set up meetings
give presentations serve customers
work in a team

- 1 My job is really tiring. I clean tables, take orders and _____ all day.
- 2 I organise everything in the office. When we need new employees, I also _____ if the director doesn't have time to speak to them.
- 3 People think my job is just about teaching, but you also need to _____ about students and send them to the parents.
- 4 In my job you need to be confident, organised, responsible and have good communication skills. I often have to _____ to groups of people about projects I'm working on.
- 5 My job is all about studying the environment and doing experiments. I often have to _____ on particular subjects and write reports about what I've discovered.
- 6 I'm the first person you see when you enter the office. I know everything that happens here. I do a lot of different things, but I mainly have to answer the phone, take notes and _____ for the boss and other employees.
- 7 I love my job. Maybe that's because I've always loved cooking! Everybody works together here in the kitchen and you really have to be able to _____.

2 Match the sentence halves.

- 1 Could you arrange _____
 - 2 I don't think they'll _____
 - 3 Managing this _____
 - 4 Our company employs _____
- a 10,000 people.
b a meeting for me for tomorrow?
c offer me the job.
d project is really tough.

Grammar

Reported questions

3 Put the words and phrases in the correct order to make sentences.

- 1 Jane / had passed the test / how she / John asked
John asked Jane how she had passed the test.
- 2 him / I asked / he recommended studying at the weekend / if

- 3 give us an example / We asked / him / to

- 4 what / She wanted / to know / I had done in my last job

- 5 what / They asked / experience I had / me

- 6 me / what / countries I had been to / She asked

- 7 why / They asked / I wanted the job / me

- 8 He asked / where / I would be in five years' time / me

4 Rewrite the questions using reported speech.



- 1 Do you have experience in this area?
They asked Mike *if he had experience in this area*.
- 2 Do you enjoy writing reports?
They asked Mike _____.
- 3 Do you have any qualifications?
They asked Mike _____.
- 4 What is your greatest skill?
They wanted to know _____.
- 5 Where were you working last year?
They asked Mike _____.
- 6 Where will you be in ten years' time?
They asked Mike _____.
- 7 Do you like working in a team?
They wanted to know _____.
- 8 Why do you want to work here?
They asked Mike _____.