

OPTIONAL PRACTICE U1: JOBS AND TASKS

Activity 1. Complete the sentences with the words in the box.

answer calls data do emails meetings orders start travels writes

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| 1 The Sales Assistants _____ work at 9 a.m. | 6 My boss _____ sales reports. |
| 2 The Production Engineer writes a lot of _____. | 7 We go to _____ on Thursdays. |
| 3 The Sales Manager _____ customers every week. | 8 I _____ a lot of research in my job. |
| 4 The Admin Assistants _____ the phone. | 9 The Admin Assistant processes _____. |
| 5 The Project Manager often _____ for work. | 10 Our manager analyses sales _____. |

Activity 2. Choose the correct word to complete the sentences.

- 1 She *arrives / goes* to meetings every day.
- 2 He often has to *process / analyse* orders.
- 3 I *do / write* emails every day.
- 4 I always *start / make* work at 9 o'clock.
- 5 In our job we *answer / analyse* data every day.
- 6 He often *writes / processes* reports.
- 7 They sometimes *do / make* research about new products.
- 8 I rarely *travel for / travel about* work.
- 9 We usually *finish / stop to* work at 6 p.m.
- 10 We don't *make / speak* calls to customers.