1 Choose the correct option in italics.

1 The *heads / base* of departments must attend the meeting arranged for 4.30 p.m.

2 Fabio will *make sure / take care* of all the catering arrangements for your client meeting.

3 If you can multitask, you shouldn't have a problem *involving / running* this department.

4 As from today I *lead / report* to the Sales Director.

5 Stephan is *responsible / coordinates* for all the company's advertising.

6 If you love watching sports, you should consider a career as a sports *journalist / trainer* reporting on sporting events.

7 We need to hire a(n) *actor / camera operator* to read the script in a convincing way.

2 Choose the correct option to complete the sentences.

1 I need you to _____ that everything runs smoothly at the conference.

a be responsible **b** make sure **c** work closely

2 Sara should _____ the Marketing Manager rather than work alone.

a lead **b** take care of **c** coordinate with

3 Toni is _____ of this team as of today.

a looking after **b** making sure **c** in charge

4 The _____ will make sure that we have everything we need for the meeting.

a hotel manager **b** journalist **c** sports trainer

5 You have to _____ to your line manager, Ms Gibrain.

a work closely **b** report **c** coordinate

6 Ms Schmidt is the _____ of the Sales Department.

a camera operator **b** head **c** role

3 Complete the missing letters to form words and complete the sentences.

1 B_ _ _ a_c_ _ _ _y is a system that has a lot of rules.

2 She started at the bottom and worked her way up the h_ _ _a_ _h_.

3 If Audric works hard, he will get a p_ _ _o_ _ _n, I think.

4 This is a very i_ _o_ _t _v_ idea and very creative, too.

5 It's time the company moved out of its headquarters and d_ _ _n_ _a_ _s_d.

6 The company decided to go against the trend and c_ _t_ _ _e its operations.

LIVEWORKSHEETS