1 Match 1–8 to a–h to make sentences.

1 Our firm specializes _b_
2 I'm responsible ___
3 Both our roles consist ___
4 We work ___
5 I work as ___
6 She works in ___
7 They're in ___
8 He deals ___

a for the company accounting and general finance.
~~b in furnishings and household design.~~
c the areas of pharmaceuticals and hospital supplies.
d with all the enquiries from clients in our northern region.
e of leading small teams of people on projects.
f charge of dealing with after-sales and client services.
g a sales assistant for an engineering firm.
h with each other most of the time.

1 Complete the sentences with the phrases from the list.

~~*flexitime*~~ *overtime* *home-working* *core hours*
lunch break *public holiday* *paternity leave*
unpaid leave *annual leave* *statutory pay*

1 I work _*flexitime*_, so I can start and finish my working day whenever I like.
2 Our employees' _____ _____ are between ten and four, when they have to be in the office.
3 Last week, I worked for 55 hours, so I did 20 hours _____.
4 I work from home once a week because my company has a system of _____-_____.
5 With maternity leave, the first 12 weeks are fully paid and then you receive 27 weeks' _____ _____, which is less.
6 I rarely take a _____ _____. I usually keep working and eat my sandwich at my desk.
7 In many countries, 1st January is a _____ _____.
8 Nowadays, more fathers are taking _____ _____ to help with a new baby.
9 Last year, I took six months _____ _____ to travel round the world. It was a great experience but I missed receiving a salary!
10 I need to take the rest of my _____ _____ before the end of the year or I'll lose it.

Test preparation -flashcards

LIVEWORKSHEETS

Work with a partner. Choose a job from A, but don't tell your partner which one. Describe the job's responsibilities using words from B and phrases from 5. Your partner must guess the job.

Example: ***A*** *This person deals with customers and is responsible for responding to complaints.*
B *Is he / she an after-sales assistant?*

A

marketing director
sales rep
administrator
website designer
finance controller
human resources manager
lab technician
after-sales assistant
team leader

B

budget
personnel
customers
paperwork
targets
travel
product development
projects
training
recruitment
publicity
complaints
money
machinery

Work in groups of three. Each person chooses a job from 6.

1 Student A, introduce yourself to Student B, and then introduce Student C to Student B. Find out about each other's jobs and responsibilities.
2 Change roles and use your own jobs and responsibilities. Work together and find out as much as you can about each other.

Infinitive or Gerund - Practice Exercise

LIVEWORKSHEETS