

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.

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?*

<p><b>A</b></p> <p>sales rep</p> <p>marketing director</p> <p>administrator</p> <p>website designer</p> <p>finance controller</p> <p>lab technician</p> <p>human resources manager</p> <p>team leader</p> <p>after-sales assistant</p>	<p><b>B</b></p> <p>budget</p> <p>customers</p> <p>targets</p> <p>travel</p> <p>product development</p> <p>training</p> <p>publicity</p> <p>money</p> <p>personnel</p> <p>paperwork</p> <p>projects</p> <p>recruitment</p> <p>complaints</p> <p>machinery</p>
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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