2 Places and departments

A Places

Where do you work? I work in a factory. I work in Paris.


in an office


in a call centre


in a lab


at home


on a construction site


on an oil rig

Where	does	he she	work?
	do	they	

He She	works	in a shop. at head office – the most important office. in Shanghai.
They	work	

B Departments 1

Which department	do	you	work in?
	does	he she	
	do	they	

Note
Don't forget the third person **s** in the present simple of verbs, for example in **He work<u>s</u> in the training department.**

I work **in the production department.** We make the company's products.

She works **in the training department.** She organizes training courses.

They work **in the sales department.** They sell the company's products.

C Departments 2

You can also talk about the department that people work in, like this:

- I'm **in production.**
- She's **in training.**
- They're **in sales.**
- He's **in accounts.** He gets the money from customers and pays everyone that the company owes money to.
- I'm **in human resources** (HR). I find new people to work for the company.
- She's **in marketing.** She looks after the company's website.
- They're **in research and development** (R&D). They find new products for the company to sell.
- He's **in finance.** He goes to banks to find the money that the company needs.

LIVEWORKSHEETS

2.1 Look at A and B opposite. Match the pairs of sentences.

1 I work in the production department.	a I'm in retail.
2 I work in Shanghai.	b I make cars.
3 I work in a call centre.	c I sell machines.
4 I work in a shop.	d I'm an oil worker.
5 I work on an oil rig.	e I talk to people all over the world.
6 I work in the sales department.	f Our head office is there.

2.2 Look at A and B opposite. Complete these sentences with 'in', 'at' or 'on'.

1 I work _____ a lab.
2 I don't work _____ a construction site.
3 I don't work _____ home because I want to be with people all the time!
4 She works _____ a factory.
5 He works _____ the accounts department.
6 They work _____ a call centre.
7 One day, I want to work _____ head office. I want to be the boss!

2.3 Look at A and B opposite. Complete these questions.

1 Which department _____ _____ _____ _____ ?
I work in the training department.

2 Which department _____ _____ _____ _____ ?
She works in the human resources department.

3 Which department _____ _____ _____ _____ ?
He works in the production department.

4 Where _____ _____ _____ ?
I work at home.

5 Where _____ _____ _____ ?
They work on an oil rig.

2.4 Look at C opposite. Complete these sentences.

1 I interview people who want to work for the company. I'm in _____ _____ .
2 She goes to visit customers. She's in _____ .
3 She organizes English courses for people working in the company. She's in _____ .
4 They decide how much money the company needs to borrow. They're in _____ .
5 We organize the company's advertising. We're in _____ .
6 I work on the machines that make our products. I'm in _____ .
7 I phone people who haven't paid. I'm in _____ .
8 He works on new products that the company can sell. He's in _____ _____ .

Over to you

Think of three people you know. Describe the places where they work and the departments that they work in.

LIVEWORKSHEETS