

1 Complete the words.

- 1 Johan works for a company that sells sports equipment. He's a **S** _____ Manager.
 2 I'm a **D** _____ Designer. I make designs for the company website.
 3 Indira is an IT **S** _____ who solves our technical problems.
 4 Jimmi is a Production **E** _____. He checks that the processes are safe.

2 Choose a verb to use with the words.

answer make
provide work

- 1 _____ orders / photocopies
 2 _____ on projects / for Volkswagen
 3 _____ technical solutions / air transport services
 4 _____ phone calls / emails

3 Choose a verb and put it in the correct form to complete the sentences.

- 1 The shop sells clothes. (answer/sell/work)
 2 Ella and Umi _____ in a shop. (work/sell/manage)
 3 Jan and I _____ technical problems. (design/answer/solve)
 4 Donna _____ websites for companies. (work/write/design)
 5 Jorge _____ a team of ten people. (work/manage/provide)
 6 He _____ a report every week. (write/design/sell)
 7 I _____ phone calls in my job. (provide/solve/answer)
 8 The company _____ financial services. (make/provide/have)

4 Complete the dialogue with the words in the box.

do (x2) go have
like relax travel
work

- A: Where do you ¹ _____ ?
 B: In a telecommunications company.
 A: What do you ² _____ at work?
 B: I have meetings with clients.
 A: Do you ³ _____ your job?
 B: Yes. It's interesting.
 A: Does the company ⁴ _____ offices in other countries?
 B: Yes, in the USA and Australia.
 A: Do you ⁵ _____ for work?
 B: Yes. I go to the USA every two months. I don't go to Australia.
 A: What do you ⁶ _____ in your free time?
 B: I study English and ⁷ _____ to the beach to ⁸ _____.

5 Complete the words in the dialogue.

- M: Hello, I'm Melania.
 J: Nice to ¹**m** _____ you. I'm Jorge.
 M: Where are you ²**f** _____, Jorge?
 J: Spain. I'm Spanish. My ³**h** _____ town is Granada. What ⁴**n** _____ are you?
 M: I'm Russian, but I don't work in Russia. I'm ⁵**b** _____ in Milan. What's your ⁶**j** _____, Jorge?
 J: I'm a Car Designer. What about you?
 M: I ⁷**s** _____ consumer electronics online.
 J: What ⁸**d** _____ do you work?
 M: I work five days a week from ⁹**T** _____ to Saturday. I don't work on Sunday and ¹⁰**M** _____.

6 Choose the odd word out.

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|---------------|------------|-------------|----------------------|
| 1 Manager | Wednesday | Designer | Sales Representative |
| 2 boring | good | interesting | marketing |
| 3 specialist | production | marketing | IT |
| 4 electronics | clients | clothes | cars |
| 5 colleague | staff | team | product |