

Unit 9 Vocabulary – Roles and responsibilities

Choose the correct option.

- 1 The of departments must attend the meeting arranged for 4.30 p.m.
- 2 Fabio will of all the catering arrangements for your client meeting.
- 3 If you can multitask, you shouldn't have a problem this department.
- 4 As from today I to the Sales Director.
- 5 Stephan is for all the company's advertising.
- 6 If you love watching sports, you should consider a career as a sports reporting on sporting events.
- 7 We need to hire a(n) to read the script in a convincing way.

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

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 _ _ l _ _ e)
its operations.