

## Vocabulary

### Work activities

- 1 Complete the sentences with the words in the box.

interview people write reports  
do research set up meetings  
give presentations serve customers  
work in a team

- My job is really tiring. I clean tables, take orders and \_\_\_\_\_ all day.
- I organise everything in the office. When we need new employees, I also \_\_\_\_\_ if the director doesn't have time to speak to them.
- People think my job is just about teaching, but you also need to \_\_\_\_\_ about students and send them to the parents.
- In my job you need to be confident, organised, responsible and have good communication skills. I often have to \_\_\_\_\_ to groups of people about projects I'm working on.
- My job is all about studying the environment and doing experiments. I often have to \_\_\_\_\_ on particular subjects and write reports about what I've discovered.
- I'm the first person you see when you enter the office. I know everything that happens here. I do a lot of different things, but I mainly have to answer the phone, take notes and \_\_\_\_\_ for the boss and other employees.
- I love my job. Maybe that's because I've always loved cooking! Everybody works together here in the kitchen and you really have to be able to \_\_\_\_\_.

- 2 Match the sentence halves.

- Could you arrange \_\_\_\_\_
  - I don't think they'll \_\_\_\_\_
  - Managing this \_\_\_\_\_
  - Our company employs \_\_\_\_\_
- a 10,000 people.  
b a meeting for me for tomorrow?  
c offer me the job.  
d project is really tough.

## Grammar

### Reported questions

- 3 Put the words and phrases in the correct order to make sentences.

- Jane / had passed the test / how she / John asked  
*John asked Jane how she had passed the test.*
- him / I asked / he recommended studying at the weekend / if  
\_\_\_\_\_
- give us an example / We asked / him / to  
\_\_\_\_\_
- what / She wanted / to know / I had done in my last job  
\_\_\_\_\_
- what / They asked / experience I had / me  
\_\_\_\_\_
- me / what / countries I had been to / She asked  
\_\_\_\_\_
- why / They asked / I wanted the job / me  
\_\_\_\_\_
- He asked / where / I would be in five years' time / me  
\_\_\_\_\_

- 4 Rewrite the questions using reported speech.



- Do you have experience in this area?  
They asked Mike *if he had experience in this area.*
- Do you enjoy writing reports?  
They asked Mike \_\_\_\_\_
- Do you have any qualifications?  
They asked Mike \_\_\_\_\_
- What is your greatest skill?  
They wanted to know \_\_\_\_\_
- Where were you working last year?  
They asked Mike \_\_\_\_\_
- Where will you be in ten years' time?  
They asked Mike \_\_\_\_\_
- Do you like working in a team?  
They wanted to know \_\_\_\_\_
- Why do you want to work here?  
They asked Mike \_\_\_\_\_