

Vocabulary 2.1 The work we do

1 Complete the job descriptions with the words in the box.

check designer make manage production sales specialist solve

- a I'm a ¹ _____ Engineer. I ² _____ the production processes are safe.
 b I'm a ³ _____ Manager. I ⁴ _____ the sales team.
 c I'm a Digital ⁵ _____. I ⁶ _____ designs for the website.
 d I'm an IT ⁷ _____. I ⁸ _____ technical problems.

2 Match the sentences (1-4) to the people in Exercise 1 (a-d).

- 1 I work on designs for social media. _____
 2 I manage a team of five people. _____
 3 I help people in different departments with their computers. _____
 4 I work in the production department. _____

2.2 What companies do

3 Complete the sentences with the words in the box.

designs make provides provide sell sells

- 1 Etihad Airways _____ air transport services.
 2 Ford Motor Company _____, makes and sells cars.
 3 Inditex and H&M design, make and _____ clothes.
 4 Many technology companies _____ and sell phones, televisions and other home electronics.
 5 Amazon _____ books on the internet.
 6 Banks _____ financial services for people and companies.

4 Write an example of each type of company in Exercise 3.

- 1 British Airways
 2 _____
 3 _____
 4 _____
 5 _____
 6 _____

5 Write the numbers.

- 1 three hundred and forty-seven 347
 2 one thousand three hundred _____
 3 thirty-two thousand, six hundred and nine _____
 4 five hundred thousand _____
 5 three hundred and seventy-six thousand, eight hundred and twenty _____
 6 two million, nine hundred thousand _____

Grammar 2.1 Talking about work

1 Complete the sentences with the correct form of the verb in brackets.

- 1 I _____ for an insurance company in Paris. (work)
- 2 She _____ IT problems for a bank. (solve)
- 3 Frank and Heike _____ a team of twelve people. (manage)
- 4 He _____ meetings at work every day. (have)
- 5 We _____ the process is safe for customers. (check)
- 6 You _____ clothes for a small company. (make)
- 7 They _____ e-books online. (sell)
- 8 We _____ hundreds of emails each week. (write)

2 Put the words in the correct order to make sentences.

- 1 electric / Nissan / cars / makes / .

- 2 manage / They / of ten people / a team / .

- 3 every Monday / We / a meeting / have / .

- 4 a bank / She / works for / .

- 5 reports / write / I / the sales / .

- 6 for his company / solves / He / IT problems / .

2.3 Talking about routines

3 Complete the dialogues with the correct form of the verbs in brackets.

- 1 A: Which department _____ you _____ in? (work)
B: I _____ in the Marketing department.
- 2 A: Does your boss _____ meetings every day? (have)
B: No, she _____ meetings on Fridays.
- 3 A: How _____ you _____ problems in your team? (solve)
B: We work together to _____ any problems.
- 4 A: _____ you _____ a team? (manage)
B: No, I _____ anyone.
- 5 A: How often _____ you _____ your email? (check)
B: I _____ my emails about twenty times a day.
- 6 A: What _____ that company _____ ? (make)
B: They _____ computers.

Reading and listening

Company information

1 Read the company profile and complete the table.

About Perfecta Cars

We are a car manufacturer. We design, make and sell cars. Our head office is in Bonn, Germany. We have a factory in Chengdu in China, and another in the UK. We sell cars all over the world, but our top sales are in Europe and the USA. We have 2,500 staff in ten different countries.

Company name	Perfecta Cars
Business	
Head office	
Factory	
Top sales	
Number of staff	
Number of countries	

2 2.01 Listen to Rosa talking about her company. Are the sentences *true* (T) or *false* (F)?

- 1 Dosa Gurve makes T-shirts. _____
- 2 The head office is in Italy. _____
- 3 The factory is in Milan. _____
- 4 Dosa Gurve sells clothes online. _____
- 5 The company has 800 staff. _____
- 6 The top sales are in Italy and Spain. _____

3 Listen again and complete the sentences.

- 1 I _____ Dosa Gurve.
- 2 We _____ dresses.
- 3 We _____ our dresses in shops.
- 4 We _____ 800 staff all over the world.
- 5 Most of our sales _____ in Italy and Spain.

4 Complete the sentences with *a* or *an*.

- 1 I work for _____ multinational company.
- 2 Lufthansa is _____ airline.
- 3 We are _____ e-commerce company.
- 4 The company is _____ car manufacturer.
- 5 I manage _____ team of five staff.
- 6 The client is _____ international transport company.
- 7 We have _____ office in Bucharest.
- 8 She studies for _____ MBA.

Writing A short blog post for a company intranet**1** Read the blog post and complete the table.**Timosan Pharmaceuticals****Meet our team****Sylvie Petit**

Hi, I'm Sylvie. I'm a Production Engineer. I'm based in our production department in Toulouse, in the south of France. In my job I check the production processes are safe and I provide technical solutions. I don't travel a lot for work, but I go to Paris every month to our head office. I spend two days there and have meetings with my manager. I work four days a week, from Monday to Thursday.



Name	
Job	
Company location	
Work tasks	
Work travel	
Work days	

2 Read the text again. Are the sentences *true* (T) or *false* (F)?

- 1 Sylvie works in Toulouse. _____
- 2 Sylvie makes designs for the company website. _____
- 3 Sylvie goes to Paris to have meetings with her manager. _____
- 4 Sylvie is in Paris for two days every month. _____
- 5 Sylvie works on Fridays. _____

3 Use the information in the table below to write a *Meet our team* blog post. Use the text in Exercise 1 to help you.

Name	Max Sidder
Job	Sales Manager
Company Location	Head office, Paris, France
Work tasks	Manage sales team, have meetings with clients, write reports.
Work travel	Frankfurt (two weeks every year)
Work days	Monday to Friday

Functional language

Making small talk

1 Match 1–6 with a–f.

- | | |
|--------------------------------|---|
| 1 Hi, my name's Steve Fuller. | a Yes, it's nice to meet you again, too. |
| 2 Nice to meet you again. | b No I don't. Does she work in marketing? |
| 3 Do you work in finance? | c Nice to meet you, Steve. My name's Wendy Jenkins. |
| 4 Which department are you in? | d No, I'm an Admin Assistant. |
| 5 Do you know Kelly Walker? | e I'm in the sales department. |
| 6 Nice talking to you. | f See you later. |

2 2.02 Listen to the conversation. Are the sentences *true* (T) or *false* (F)?

- 1 Paul and Maya are friends. _____
- 2 Maya works in the production department. _____
- 3 Paul works in the production department. _____
- 4 Paul works with Sylvie Petit. _____
- 5 Paul has a phone call with a client in Aberdeen. _____

3 Complete the conversation with the words in the box. Then listen again and check.

do you work I'm in in production my name's
nice talking nice to see you which department

- Paul:** Hi, ¹ _____ Paul Donneti.
- Maya:** Hi, I'm Maya Divan. ² _____ meet you.
- Paul:** Nice to meet you too. ³ _____ are you in?
- Maya:** ⁴ _____ sales. Which department are you in?
- Paul:** I'm ⁵ _____.
- Maya:** Oh, ⁶ _____ with Sylvie Petit?
- Paul:** Yes, she's my manager.
- Tom:** Hi Paul. Sorry, the client from Aberdeen is on the phone.
- Paul:** OK, thanks Tom. Excuse me, Maya. ⁷ _____ to you.
- Maya:** OK. ⁸ _____ later.