

Working with words

Complete the sentences with a preposition.

- I work _____ lots of different projects.
- Sarah deals _____ software issues.
- I work _____ the Human Resources Department.
- He works _____ EdgeRock, a local construction company.

Write the word after the definition.

- an organization that finds staff for another company _____
- a company or person that buys your product _____
- a person who you work with _____
- a company that sells its products to you _____
- an expert from outside the company who gives advice and help _____

Write the verb for the nouns.

- organization _____
- consultant _____
- supplier _____

Language at work

Choose the correct answer from the words in *italics*.

- This week John *works* / *is working* on a big contract with Nike.
- How often *does your company work* / *is your company working* with outside consultants?
- Sorry, I can't speak to you now, I *expect* / *'m expecting* a call from our Paris office.
- Are you working* / *Do you work* on a project at the moment?
- The Sales Director *uses* / *is using* this room every Tuesday.
- I can't give you a decision at this time. The Sales Director *thinks* / *is thinking* about your proposal.
- Hello, this is a message for Paul Timms. Paul, I *just leave* / *'m just leaving* now. I'll be with you in about ten minutes.
- The main problem with my job is that it *doesn't involve* / *isn't involving* any contact with the customers.

Business communication

Complete the telephone conversation with words from the list.

about afraid back calling (x 2) course
leave speak this welcome

- A Could I " " to Ms Rosie Walton, please?
B Who's " "?
A " " is Tom Jacks from ATC.
B Could you tell me what it's " "?
A I'm " " to invite Rosie to our anniversary lunch next month.
B Well, I'm " ". Ms Walton is out of the office at the moment.
A Oh. In that case, could I " " a message?
B Yes, of " ".
A Can you ask Rosie to call me " "?
B Yes, does she have your number?
A Yes, she does.
B OK, I'll give her your message.
A Thanks very much.
B You're " ".

Result _____ / 30 marks

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