

# ENGLISH PLUS

WITH  
ANSWER  
KEY

## PRACTICE WORKSHEETS



## BUSINESS ENGLISH

## WORK AND JOBS

# Business English 01 | Work and Jobs

## Practice Worksheet

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Jane is talking about her work. Correct the underlined expressions.

1. 'I work for a large French supermarket company. It is an international company and (A) I work about the development of new supermarkets abroad. (B) In fact, I running the development department and (C) I am manage for a team looking at the possibilities in different countries. It's very interesting. (D) One of my main is to make sure that new supermarkets open on time. (E) I'm also charged with financial reporting. (F) I deal at a lot of different organizations in my work. (G) I'm responsible of planning projects from start to finish. (H) I work closely near our foreign partners, and so I travel a lot.'

- |          |          |
|----------|----------|
| A. _____ | E. _____ |
| B. _____ | F. _____ |
| C. _____ | G. _____ |
| D. _____ | H. _____ |

Complete each gap in the text with one of the prepositions you learned in the episode.

2. Rebecca lives in London and works in public relations. She leaves home for work at 7.30 am. She drives (A) \_\_\_\_\_ work. The traffic is often bad and she worries about getting (B) \_\_\_\_\_ work late, but she usually arrives (C) \_\_\_\_\_ work at around 9. She finishes work quite late, at about 8. 'Luckily, I'm never ill,' she says. 'I could never take time (D) \_\_\_\_\_ work.' She loves what she does and is glad to be (E) \_\_\_\_\_ work. Some of her friends are not so lucky: they are (F) \_\_\_\_\_ of work.

What is being advertised in each of these job advertisements? Use an expression from the types of work or job that you learned in the episode, including the words in brackets.

3. Write in the blanks next to the descriptions
- |   |       |
|---|-------|
| A. Librarian required for public library, afternoons 2 till 6. (job)  | _____ |
| B. Personal assistant needed for busy office, 9 am to 5.30 pm. (work) | _____ |
| C. Experienced barman wanted, 8 pm until midnight. (work)             | _____ |
| D. Teacher needed for summer course, 1 to 31 August. (job)            | _____ |

- E. Salesman required for showroom - good prospects for right person. (work) \_\_\_\_\_
- F. Lawyer wanted for law firm - long hours, 4 weeks holiday per year. (job) \_\_\_\_\_

**4. If you work answer these questions.**

A. What do you do? What are you in charge of? What are your responsibilities?

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B. What time do you leave for work? How long does it take you to get to work? What time do you arrive at work? Do you take a lot of time off work?

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C. Why do some people prefer to work part-time or to have temporary jobs?

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**5. If you don't work, answer these questions.**

A. What sort of job would like to do?

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B. What sort of routine would you like to have?

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5. A.

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B.

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Jane is talking about her work. Correct the underlined expressions.

1. 'I work for a large French supermarket company. It is an international company and (A) I work about the development of new supermarkets abroad. (B) In fact, I running the development department and (C) I am manage for a team looking at the possibilities in different countries. It's very interesting. (D) One of my main is to make sure that new supermarkets open on time. (E) I'm also charged with financial reporting. (F) I deal at a lot of different organizations in my work. (G) I'm responsible of planning projects from start to finish. (H) I work closely near our foreign partners, and so I travel a lot.'

- |                            |                           |
|----------------------------|---------------------------|
| A. <u>on</u>               | E. <u>in charge of</u>    |
| B. <u>run</u>              | F. <u>with</u>            |
| C. <u>manage</u>           | G. <u>responsible for</u> |
| D. <u>responsibilities</u> | H. <u>with</u>            |

Complete each gap in the text with one of the prepositions you learned in the episode.

2. Rebecca lives in London and works in public relations. She leaves home for work at 7.30 am. She drives (A) to work. The traffic is often bad and she worries about getting (B) to work late, but she usually arrives (C) at work at around 9. She finishes work quite late, at about 8. 'Luckily, I'm never ill,' she says. 'I could never take time (D) off work.' She loves what she does and is glad to be (E) in work. Some of her friends are not so lucky: they are (F) out of work.

What is being advertised in each of these job advertisements? Use an expression from the types of work or job that you learned in the episode, including the words in brackets.

3. Write in the blanks next to the descriptions
- |   |                        |
|---|------------------------|
| A. Librarian required for public library, afternoons 2 till 6. (job)  | <u>a part-time job</u> |
| B. Personal assistant needed for busy office, 9 am to 5.30 pm. (work) | <u>full-time work</u>  |
| C. Experienced barman wanted, 8 pm until midnight. (work)             | <u>part-time work</u>  |
| D. Teacher needed for summer course, 1 to 31 August. (job)            | <u>a temporary job</u> |

- E. Salesman required for showroom - good prospects for right person. (work) permanent work
- F. Lawyer wanted for law firm - long hours, 4 weeks holiday per year. (job) a permanent job

4. If you work answer these questions.

- A. What do you do? What are you in charge of? What are your responsibilities?

(Sample Answer)

I'm a pilot for a regional airline. I'm in charge of flying small planes (30 passengers) on short flights. My main responsibility is for the safety of the passengers, of course. My other responsibilities include leaving and arriving on time, and not using too much fuel.

- B. What time do you leave for work? How long does it take you to get to work? What time do you arrive at work? Do you take a lot of time off work?

(Sample Answer)

I usually leave home at 4.30 in the morning. The first flight is at 6 and I usually arrive at the airport at 5. I don't take a lot of time off work - I like flying too much!

- C. Why do some people prefer to work part-time or to have temporary jobs?

(Sample Answer)

Some people prefer to work part-time because they have children to look after, or because they have other things that interest them. Some people like temporary jobs because they don't want to work for the same organization all the time. Other people like them because they want to take regular breaks so that they can travel, for example.

5. **If you don't work, answer these questions.**

A. What sort of job would like to do?

(Sample Answer)

I'd like to do something that involves working with other people.

B. What sort of routine would you like to have?

(Sample Answer)

I'd like to work in a job with a regular routine, where I can leave home at 8 and know that

I'll get back at 6. A nice comfortable office job would be nice!

# Business English 01 | Work and Jobs Answer Sheet

1. A. on B. run C. manage  
D. responsibilities E. in charge of F. with  
G. responsible for H. with

2. A. to B. to C. at D. off E. in F. out

3. A. a part-time job B. full-time work  
C. part-time work D. a temporary job  
E. permanent work F. a permanent job

4. A. (Sample Answer)

I'm a pilot for a regional airline. I'm in charge of flying small planes (30 passengers) on short flights. My main responsibility is for the safety of the passengers, of course. My other responsibilities include leaving and arriving on time, and not using too much fuel.

- B. (Sample Answer)

I usually leave home at 4.30 in the morning. The first flight is at 6 and I usually arrive at the airport at 5. I don't take a lot of time off work - I like flying too much!

- C. (Sample Answer)

Some people prefer to work part-time because they have children to look after, or because they have other things that interest them. Some people like temporary jobs because they don't want to work for the same organization all the time. Other people like them because they want to take regular breaks so that they can travel, for example.

5. A. (Sample Answer)

I'd like to do something that involves working with other people.

B. (Sample Answer)

I'd like to work in a job with a regular routine, where I can leave home at 8 and know that I'll get back at 6. A nice comfortable office job would be nice!