

# ENGLISH PLUS

WITH  
ANSWER  
KEY

## PRACTICE WORKSHEETS



## BUSINESS ENGLISH

## WAYS OF WORKING

# Business English Intermediate 02 | Ways of Working

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1. Match the expressions with the person who is most likely to do them.

- |   |  |
|---|--|
| A. ____ work in shifts                              | 1. A designer in a website design company. Has to be in the office, but can decide when she wants to start and finish work each day. |
| B. ____ work under a flexitime system               | 2. An office worker in a large, traditional manufacturing company.   |
| C. ____ telecommute                                 | 3. A worker in a chocolate factory in the three months before Christmas.   |
| D. ____ commute to work                             | 4. A technical writer for a computer company. Lives in the country and visits the company offices once a month.                      |
| E. ____ clock in and out at the same time every day | 5. A construction worker on a building site where work goes on 24 hours a day.   |
| F. ____ work overtime                               | 6. A manager in a department store in a large city. Lives in the country.  |

2. Five people describe their jobs. Match the jobs listed below with the descriptions and put the words in brackets into the correct grammatical forms.

*accountant    postman    flight attendant    software developer    teacher*

- 'Obviously, my work involves (A) \_\_\_\_\_ a lot. It can be quite physically (B) \_\_\_\_\_, but I enjoy (C) \_\_\_\_\_ with customers, except when they become tired and anxious about arriving. This doesn't happen often, but it can be very frustrating for us and the other passengers.' - (D) \_\_\_\_\_
- 'I love my job. It's very (E) \_\_\_\_\_ and not at all (F) \_\_\_\_\_: no two days are the same. The children are fine: you see them learn and develop. The parents can be more of a problem.' - (G) \_\_\_\_\_
- 'I was good at maths at school and I like (H) \_\_\_\_\_ with figures. But my job is much less (I) \_\_\_\_\_ and routine than people think. The work (J) \_\_\_\_\_ a lot of human contact and teamwork, working with other manager.' - (K) \_\_\_\_\_
- 'You've got to think in a very logical way. There's a lot of teamwork between the developers. The work can be mentally (L) \_\_\_\_\_, but it's very satisfying to write a program that works.' - (M) \_\_\_\_\_
- 'Of course, it involves getting up quite early in the morning. But I like (N) \_\_\_\_\_ out in the open air. And you get a lot of exercise. I walk two or three miles every day.' - (O) \_\_\_\_\_

3. If you work answer these questions.

A. Do you have a nine-to-five job? Do you have to clock on and off? Is there a flexitime system in your organization? Are there people who do shiftwork in your company?

\_\_\_\_\_

B. Could you do your job working from home? If so, would you like to?

\_\_\_\_\_

C. What do you like most about your job? What do you like least?

\_\_\_\_\_

4. If you don't work, answer these questions.

A. What sort of working hours would you like to have when you start working?

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B. Would you like to work from home?

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C. What kind of job would you like? Complete this sentence in five ways to talk about yourself.

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D. I'd like a job that involves...

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1. A. \_\_\_\_ B. \_\_\_\_ C. \_\_\_\_ D. \_\_\_\_ E. \_\_\_\_ F. \_\_\_\_

2. A. \_\_\_\_\_ B. \_\_\_\_\_  
C. \_\_\_\_\_ D. \_\_\_\_\_  
E. \_\_\_\_\_ F. \_\_\_\_\_  
G. \_\_\_\_\_ H. \_\_\_\_\_  
I. \_\_\_\_\_ J. \_\_\_\_\_  
K. \_\_\_\_\_ L. \_\_\_\_\_  
M. \_\_\_\_\_ N. \_\_\_\_\_  
O. \_\_\_\_\_

3. A. \_\_\_\_\_  
B. \_\_\_\_\_  
C. \_\_\_\_\_

4. A. \_\_\_\_\_  
B. \_\_\_\_\_  
C. \_\_\_\_\_  
D. \_\_\_\_\_

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## 1. Match the expressions with the person who is most likely to do them.

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|---|--|
| A. <u>5</u> work in shifts                              | 1. A designer in a website design company. Has to be in the office, but can decide when she wants to start and finish work each day. |
| B. <u>1</u> work under a flexitime system               | 2. An office worker in a large, traditional manufacturing company.   |
| C. <u>4</u> telecommute                                 | 3. A worker in a chocolate factory in the three months before Christmas.   |
| D. <u>6</u> commute to work                             | 4. A technical writer for a computer company. Lives in the country and visits the company offices once a month.                      |
| E. <u>2</u> clock in and out at the same time every day | 5. A construction worker on a building site where work goes on 24 hours a day.   |
| F. <u>3</u> work overtime                               | 6. A manager in a department store in a large city. Lives in the country.  |

2. Five people describe their jobs. Match the jobs listed below with the descriptions and put the words in brackets into the correct grammatical forms.

*accountant    postman    flight attendant    software developer    teacher*

- 'Obviously, my work involves (A) traveling a lot. It can be quite physically (B) demanding, but I enjoy (C) dealing with customers, except when they become tired and anxious about arriving. This doesn't happen often, but it can be very frustrating for us and the other passengers.' - (D) flight attendant
- 'I love my job. It's very (E) stimulating and not at all (F) repetitive: no two days are the same. The children are fine: you see them learn and develop. The parents can be more of a problem.' - (G) teacher
- 'I was good at maths at school and I like (H) working with figures. But my job is much less (I) boring and routine than people think. The work (J) involves a lot of human contact and teamwork, working with other manager.' - (K) accountant
- 'You've got to think in a very logical way. There's a lot of teamwork between the developers. The work can be mentally (L) tiring, but it's very satisfying to write a program that works.' - (M) software developer
- 'Of course, it involves getting up quite early in the morning. But I like (N) being out in the open air. And you get a lot of exercise. I walk two or three miles every day.' - (O) postman

3. If you work answer these questions.

A. Do you have a nine-to-five job? Do you have to clock on and off? Is there a flexitime system in your organization? Are there people who do shiftwork in your company?

Answers will vary

B. Could you do your job working from home? If so, would you like to?

Answers will vary

C. What do you like most about your job? What do you like least?

Answers will vary

4. If you don't work, answer these questions.

A. What sort of working hours would you like to have when you start working?

Answers will vary

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B. Would you like to work from home?

Answers will vary

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C. What kind of job would you like? Complete this sentence in five ways to talk about yourself.

Answers will vary

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Answers will vary

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1. A. 5 B. 1 C. 4 D. 6 E. 2 F. 3

2. A. ● traveling B. ● demanding  
C. ● dealing D. ● flight attendant  
E. ● stimulating F. ● repetitive  
G. ● teacher H. ● working  
I. ● boring J. ● involves  
K. ● accountant L. ● tiring  
M. ● software developer N. ● being  
O. ● postman

3. A. Answers will vary  
B. Answers will vary  
C. Answers will vary

4. A. Answers will vary  
B. Answers will vary  
C. Answers will vary  
D. Answers will vary