

8.1

Your company and job

Worksheet

A Fill in the gaps using words from the box.

clients graduated main in charge freelancer responsible
customers involved leaders deal unemployed per

My company

- 1 We are a very large company. In fact, we are the _____ in the market.
- 2 Our _____ competitors are ...
- 3 We make ... / offer ... / are _____ in various business activities.
- 4 We produce 4000 tons a / _____ day.
- 5 Our main _____ (products) / _____ (services) are ...
- 6 We have a separate department _____ of after-sales service.

My job

- 7 I'm _____ for ... (main areas of work, people you supervise)
- 8 I _____ with ... (areas of work, people outside the company)
- 9 I'm a _____, I work on short-term projects for a number of clients.
- 10 I'm _____ at the moment. I _____ in July.

Choose the correct preposition.

- 11 A company is *in* / *on* the market.
- 12 A product is *in* / *on* the market.

B Talk about your company and job. First make some notes.

- What is the name of your company? Where is your Head Office?
- What is the size of your company? In which countries do you operate?
- What are your main products/services?
- What are your most important markets?
- Who are your main competitors?
- What is your position in the company?
- What are your main responsibilities?
- Are you currently working on any special projects?