

Review 1

Corporate culture

1 Make expressions about internships by matching each verb to a phrase a–f below.

- | | |
|---------------------|--------------------------|
| 1 Incorporate ... | <input type="checkbox"/> |
| 2 Enhance ... | <input type="checkbox"/> |
| 3 Relate ... | <input type="checkbox"/> |
| 4 Be assessed ... | <input type="checkbox"/> |
| 5 Be supervised ... | <input type="checkbox"/> |
| 6 Offer ... | <input type="checkbox"/> |

- a) ... your academic study to the workplace.
 b) ... work experience into a university degree.
 c) ... by your institution through reports, appraisals, etc.
 d) ... closely by someone from the workplace and a university staff member.
 e) ... your career prospects by doing an internship.
 f) ... permanent employment to a student after graduation.

2 Match each word in the box to its definition below. Then translate the words into your language.

appraisal commitment deadline etiquette
 insight outcome overview predecessor
 threaten workload

- A date by which you have to do something: _____
- An ability to understand something clearly: _____
- An opinion about how successful someone is: _____
- The amount of work that a person has to do: _____
- Enthusiasm, determination and loyalty: _____
- A set of rules for behaving correctly: _____
- A description of the main features of something: _____
- The person who had a job before someone else: _____
- The final result of a process, meeting, etc.: _____
- To tell someone you might cause them harm: _____

3 Underline the correct preposition (in **bold**) in each expression.

- Be in charge **to** / **of** / **from** a department or project.
- Be involved **on** / **in** / **for** doing something.
- Be responsible **to** / **for** / **with** an area of work.
- Deal **with** / **on** / **for** an area of work.
- Have somebody working **of** / **under** / **on** you.
- Liaise **for** / **to** / **with** someone about an area of the business.
- Look **through** / **with** / **after** an area of work.
- Report directly **to** / **for** / **under** somebody.
- Run the business **from** / **with** / **on** a day-to-day basis.
- Take care **with** / **of** / **for** an area of work.

4 The sentences below all have the same meaning. Complete them using expressions from 3.

- | | | |
|-------|------------|-------------------------------------|
| Maria | 1 is _____ | the marketing side of the business. |
| | 2 is _____ | |
| | 3 _____ | |
| | 4 _____ | |
| | 5 _____ | |

5 Mark these statements about work organization *T* (true) or *F* (false).

- | | |
|--|--------------------------|
| 1 A task is bigger than an assignment. | <input type="checkbox"/> |
| 2 A line manager has a higher position than a project leader. | <input type="checkbox"/> |
| 3 A branch is bigger than a division. | <input type="checkbox"/> |
| 4 COO stands for Chief Organization Officer. | <input type="checkbox"/> |
| 5 The Public Relations officer will often work in the Marketing Department. | <input type="checkbox"/> |
| 6 Personnel is one of the functions of Human Resources. | <input type="checkbox"/> |
| 7 R&D stands for Resources and Deployment. | <input type="checkbox"/> |
| 8 A parent company owns several smaller companies called <i>subsidiaries</i> . | <input type="checkbox"/> |
| 9 <i>Purchasing</i> is a more formal way of saying <i>buying</i> . | <input type="checkbox"/> |
| 10 Company structure can be shown visually using an 'organichart'. | <input type="checkbox"/> |

6 In each sentence, put one verb in the past simple (*did*), one in the past continuous (*was / were doing*) and one in the past perfect (*had done*).

- While I _____ (work) in my father's business I _____ (start) to understand the importance of marketing – I _____ (never / think) about it before.
- I _____ (already / be) in the job for two months when I first _____ (speak) to the big boss, the CEO: I nearly hit his car as I _____ (park) mine!

7 Complete the expressions for giving diplomatic advice (in **bold**) by filling in the missing letters.

- A** _____, **I think** there's a better way to do this.
- It s** _____ **to me that** there has been a misunderstanding.
- You m** _____ **want to** ask Sue for her opinion.
- You c** _____ **maybe** try a different approach.
- D** _____, **you think that** making personal calls at work creates an unprofessional atmosphere?
- W** _____, **you agree that** it's important to meet all our deadlines?

8 Match these words relating to report writing to their definitions below.

description observation evaluation
 suggestion analysis

- Examining something in order to understand it: _____
- A statement about what something is like: _____
- Considering something in order to discover how good or bad it is: _____
- A comment about something you have seen, heard or felt: _____
- An idea or plan that you offer for someone to consider: _____