

do sth	_____
be responsible for sth	_____
be in charge of sth	_____
be charged with sth	_____
deal with sth/sb	_____
deal in sth	_____
get to/arrive at work	_____
leave for work	_____
leave work	_____
be/come on time	_____
work for sb	_____
work on sth	_____
work under stress	_____
work with sb	_____
take/make a decision	_____
make sure (that)	_____
go to work	_____
take time off work	_____
be in work	_____
be out of work	_____
full-time job	_____
part-time job	_____
permanent job	_____
temporary job	_____
report sth to your boss	_____
manage budget/people	_____
run a project/business	_____

What do you **do**? What are you **doing** now?

What **are** you **responsible for** in your professional life?

What **are** you **in charge of**?

Have you ever **been charged with** mobbing?

Do you **deal with** people at work? How do you **deal with** problems?

What does your company **deal in**? What should I **deal in** if I want to make a quick profit?

What time do you usually **arrive at work**?

If you arrive at [...], so what time do you **leave for work**?

What time do you usually **leave work**?

Are you always at work **on time**? What may happen if you do not **come** to work **on time**?

Which company do you **work for**?

What are you **working on** at the moment?

Do you have to **work under** stress?

What kind of people do you like **working with**?

Do you often have to **make** difficult **decisions**?

Do you try to **make sure** your decisions are correct?

Should people **go to work** at the weekend?

How often do you **take time off work**?

What percentage of people in Poland are **in work** nowadays?

What percentage of people in Poland are **out of work** nowadays? Why **are** they **out of work**?

Do you have a **full-time job**?

Would you prefer a **full-time** or **part-time job**?

What are the (dis)advantages of a **permanent job**?

Is a **temporary job** usually more profitable than a **permanent** one?

Who do you have to **report to**? How often do you **report to your boss**?

Can you easily **manage** your **budget**?

Are you **running a project** now? Would you like to **run** your own **business**?

## VOCABULARY &amp; GRAMMAR PRACTICE

1. Fill the gap in with the correct word.

charge	charged	responsible	with	in	out of
permanent	part-time	report	budget	decisions	on

- 1) Who is in \_\_\_\_\_ of this company?
- 2) Do you have a temporary or a \_\_\_\_\_ job?
- 3) How often do you \_\_\_\_\_ to your boss?
- 4) He's never at work \_\_\_\_\_ time.
- 5) A lot of young European people are \_\_\_\_\_ work nowadays.
- 6) My boss has been \_\_\_\_\_ with mobbing.
- 7) Do you prefer to work full-time or \_\_\_\_\_?
- 8) I'm \_\_\_\_\_ for marketing in my company.
- 9) Is it difficult for you to make \_\_\_\_\_?
- 10) My company deals \_\_\_\_\_ financial products.
- 11) Are you happy with the yearly \_\_\_\_\_ of your company?
- 12) I like working \_\_\_\_\_ interesting, young people.

2. Complete the sentences with a verb in the correct form. Choose between **Present Simple** (*I do*) and **Present Continuous** (*I am doing*).

- 1) My company \_\_\_\_\_ (*deal*) in cars.
- 2) My boss \_\_\_\_\_ (*arrive*) at work earlier than anybody else.
- 3) At the moment, we \_\_\_\_\_ (*work*) on a very important project.
- 4) People in my company often \_\_\_\_\_ (*work*) under stress.
- 5) We generally \_\_\_\_\_ (*report*) to the boss once a week, but this week  
\_\_\_\_\_ (*report*) more often because the results are not perfect.
- 6) I always \_\_\_\_\_ (*make*) sure my decisions are correct.
- 7) I \_\_\_\_\_ (*take*) time off work twice a year.
- 8) My parents \_\_\_\_\_ (*run*) their own business.
- 9) I \_\_\_\_\_ (*be*) in charge of a large company.
- 10) - What \_\_\_\_\_ you \_\_\_\_\_ (*do*)? - I \_\_\_\_\_ (*leave*) for work. I always  
\_\_\_\_\_ (*leave*) for work at that time.