

5.1

Make questions for the following answers. Use the words in brackets to help you.

- 1 What? (responsibility)
I'm principally involved in the management of people.
- 2 How? (responsible)
I have a team of 25 managers who in turn manage their own teams of up to 20 people.
- 3 What? (deal with)
I sometimes have to get involved in disciplinary situations.
- 4 What in your job? (qualities)
Patience and being a good listener are vital.
- 5 How pressure? (cope with)
Pressure only builds up when it is not managed effectively. I believe good organisational skills and confidence are necessary to manage such situations.
- 6 Do you ever visitors? (take care of)
I sometimes entertain people from Canada and the United States.
- 7 Are office social events? (involved in)
I help to organise the Christmas party and also the annual golf trip.
- 8 Do you? (deadlines)
I often have to produce reports at short notice.
- 9 How do meetings? (contribute)
I help them by saying that everyone's view is important when making decisions.
- 10 Do good idea? (job swapping)
I think it can be a very positive experience that helps develop communication and confidence.

5.2

Find a word related to each clue. The first letter has been given to help you.

- | | |
|---|---------------|
| 1 Good morning, | 1 E _ _ _ _ _ |
| 2 My name is Stephen Sheppard and I'd like to you all here today. | 2 W _ _ _ _ _ |
| 3 I'd like to give you a short to today's presentation. | 3 I _ _ _ _ _ |
| 4 To begin, I want to a few words about . . . | 4 S _ _ |
| 5 I'm for financial strategy. | 5 R _ _ _ _ _ |
| 6 So, let's on to the next part. | 6 M _ _ _ |
| 7 That's all I want to say productivity. | 7 A _ _ _ _ |
| 8 Does anyone have any | 8 Q _ _ _ _ _ |
| 9 Many thanks for | 9 L _ _ _ _ _ |
| 10 I'd now like to over to my colleague, Erica Schmidt. | 10 H _ _ _ |

Test mark /20
