# Review 1

## Corporate culture

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

1 Incorporate ... ☐
2 Enhance ... ☐
3 Relate ... ☐
4 Be assessed ... ☐
5 Be supervised ... ☐
6 Offer ... ☐

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 with its definition below. Then translate the words into your language.**

appraisal commitment deadline etiquette insight outcome overview predecessor threaten workload

1 a date by which you have to do something _____
2 an ability to understand something clearly _____
3 an opinion about how successful someone is _____
4 the amount of work that a person has to do _____
5 enthusiasm, determination and loyalty _____
6 a set of rules for behaving correctly _____
7 a description of the main features of something _____
8 the person who had a job before someone else _____
9 the final result of a process, meeting, etc. _____
10 to tell someone you might cause them harm _____

**3 Underline the correct preposition in each expression.**

1 be in charge *to / of / from* a department or project
2 be involved *on / in / for* doing something
3 be responsible *to / for / with* an area of work
4 deal *with / on / for* an area of work
5 have somebody working *of / under / on* you
6 liaise *for / to / with* someone about an area of the business
7 look *through / with / after* an area of work
8 report directly *to / for / under* somebody
9 run the business *from / with / on* a day-today basis
10 take care *with / of / for* an area of work

**4 Complete the sentences with expressions from Exercise 3 so that they have the same meaning.**

Maria (1) is _____ _____ _____ / (2) is _____ _____ the marketing side of the business.

She (3) _____ _____ / (4) _____ _____ / (5) _____ _____ _____ the marketing side of the business.

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

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

**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*).**

1 While I _____ (work) in my father's business I _____ (start) to understand the importance of marketing – I _____ (never/think) about it before.
2 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.**

1 **A_ _ _ _ _ _ _, I think** there's a better way to do this.
2 **It s_ _ _ _ to me that** there has been a misunderstanding.
3 **You m_ _ _ _ want to** ask Sue for her opinion.
4 **You c_ _ _ _ maybe** try a different approach.
5 **D_ _'_ you think that** making personal calls at work creates an unprofessional atmosphere?
6 **W_ _ _ _ _'_ you agree that** it's important to meet all our deadlines?

**8 Match these words related to report writing with their definitions below.**

description observation analysis suggestion evaluation

1 examining something in order to understand it _____
2 a statement about what something is like _____
3 considering something in order to discover how good or bad it is _____
4 a comment about something you have seen, heard or felt _____
5 an idea or plan that you offer for someone to consider _____