

UNIT 5 Working together

Vocabulary

EXERCISE 1 Choose the best word to fit the gap.

- 1 Telecommunication companies belong to the tertiary _____ of industry.
A section **B** sector **C** area **D** part

- 2 She took the job there because they provide good child-care _____ .
A equipment **B** conveniences **C** schemes **D** facilities

- 3 Siemens is a highly _____ leader in the electrics and electronics market.
A innovative **B** reliable **C** extensive **D** traditional

- 4 Many employees are eager to try _____ new ideas.
A in **B** up **C** on **D** out

- 5 Some companies have _____ all their secretarial posts.
A abandoned **B** collapsed **C** abolished **D** failed

- 6 Over the decades, the name of Siemens has become _____ with progress.
A symptomatic **B** synonymous **C** systematic **D** synthetic

- 7 The development of new technologies means that there are fewer jobs for manual _____ .
A workforce **B** staff **C** employees **D** workers

- 8 Buying in _____ can reduce unit costs.
A bulk **B** amounts **C** volume **D** weight

- 9 If the workplace is a happy place, then staff _____ is usually low.
A structure **B** turnover **C** changes **D** takeover

- 10 The _____ Department is responsible for sending out invoices.
A Accounts **B** Purchasing **C** Sales **D** Production

New International Business English

EXERCISE 2 Match the sectors on the right to sentences 1–5.

1 In developing countries most people are usually employed in agriculture.	A primary sector B secondary sector C tertiary sector
2 During the 21st century we expect to see a huge expansion in telecommunications.	
3 Vehicle manufacturing has been an important industry in Western Europe for many years.	
4 The discovery of oil in the Far East resulted in a rapid increase in the standard of living for many people.	
5 Service industries, such as catering and hotels, often pay low wages.	

EXERCISE 3 Match the descriptions 1–5 to the different functions of a company.

1 Creates new products.	A administration B purchasing C personnel D research & development E sales & marketing F production G accounts H legal
2 In charge of the welfare of employees.	
3 Keeps a record of all payments made and received.	
4 Orders all supplies needed.	
5 Provides office services, e.g. typing.	