

3. Поєднати опис роботи з сферою діяльності.

1. You work for a big department store.
2. You deal with insurance, pensions, loans, etc.
3. You work for an advertising agency.
4. You're responsible for a company's sales strategy.
5. You work with computers and tele-communications.
6. You deal with your company's clients.
 - a. I'm in IT.
 - b. I'm in marketing.
 - c. I'm in financial services.
 - d. I'm in customer services.
 - e. I'm in retail.
 - f. I'm in advertising.

4. Визначити професію людини.

1. The person who welcomes visitors and deals with their enquiries.
2. The person who deals with any problems with the staff.
3. The person who does general jobs in an office.
4. The person who assists the managing director.
 - a. admin assistant
 - b. personnel manager
 - c. receptionist
 - d. PA (personal assistant)

Усі виконані завдання надсилайте на електронну адресу gr.ev@ukr.net з підписом у темі листа «ПБ, № групи та назва навчальної дисципліни»