

1. Read the text and write true (T) or false (F).

- a. The writer works in an extremely large company.
- b. According to the writer, being polite helps one deal with angry people.
- c. The company the writer works for has a big marketing department.
- d. The management team is spread all over the country.
- e. You should be creative if you want to work in marketing.
- f. The management team is usually late to meetings.

2. Find three adjectives in the text to describe the following.

- a. To be a coordinator, you should be:
- b. To be in the sales team, you should be:
- c. To be in the marketing department, you should be:
- d. To be in the management team, you should be: