UNIT 4.1 D. LANGUAGE FOCUS

1. Drag the words/ phrases and drop them to the correct gaps.

have (2)/ deals with/ in charge of/ is responsible for/ work with/ use/ one of the/ there are/ organize

1. My department **deals with**/..... marketing/ administration, etc.
2. We ..... a large office/ three laboratories/ a small building.
3. I am ..... managers/ technicians/ secretaries/ engineers.
4. We ..... customers/ suppliers/ subsidiaries/ other companies in the group.
5. We ..... computers/ fax/ e-mail a lot.
6. ..... 30 people in the department.
7. We ..... a well-equipped laboratory/ a lot of technical equipment.
8. Nam is ..... the department.
9. We ..... tests/ studies/ research.

2. Which three sentences above are used for each following category? Number the ascending order into the gaps.

1. Describing the activity of a department. .....
2. Describing the staffing of a department. .....
3. Describing the equipment/ premises of a department. .....

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LIVEWORKSHEETS