

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.