

1 Working life

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1. Complete these sentences with the correct preposition.

1 I work _____ a large group of people. We make a great team.
2 I'm responsible _____ planning and budgeting.
3 My job consists _____ advising businesses and organizations on employment law.
4 I'm in charge _____ coordinating sales teams across the region.
5 I specialize _____ workplace motivation.
6 I work _____ a receptionist in a large multinational.
7 I work _____ the areas of finance and accounting.
8 I deal _____ after-sales enquiries.

2. Match the beginnings and end of the sentences

This is … ___	**a.** meet you too.
I don't think … ___	**b.** delighted to meet you.
I'd like to … ___	**c.** a colleague of mine.
I'm very … ___	**d.** introduce a colleague.
I'm … ___	**e.** pleased to meet you.
I want you to … ___	**f.** we've met before.
Nice to … ___	**g.** meet a colleague of mine.

3. Complete this conversation with words from the list.

sounds involve deal tell responsible charge handle

A I hear we both _____ the work of the sales divisions in our companies.
B Not quite. I mainly _____ with domestic markets, so I only _____ accounts in my own country.
A So _____ me. Where is that?
B I come from a small town in Germany by the Rhine.
A That _____ nice.
B You're _____ for sales as well, aren't you?
A I'm in _____ of our European clients and now North Africa.
B Really? So does your job _____ a lot of travel?

4. Drag and drop the headlines to the kinds of phrases.

Introducing yourself
Asking about personal details
Exchanging greetings
Keeping in contact
Introducing other people
Ending the conversation

What do you do, exactly? Where are you from? Which part of … are you from?	I want you to meet … This is … I'd like to introduce you to …	Nice to meet you, (too). I'm very pleased to meet you. / I'm delighted to meet you.
Hi / Hello / Good evening. I'm … Let me introduce myself. I don't think we've met (before). I'm … Please, call me (Walter).	I'm afraid I have to go now. It was very nice to meet you. It was nice meeting you, (too). I look forward to hearing from you.	Do you have a card? Here's my card. I'd like to keep in contact.

LIVEWORKSHEETS