

**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          | Exchanging greetings | Introducing other people |
| Asking about personal details | Keeping in contact   | 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.