

1 Match 1-8 to a-h to make sentences.

- 1 Our firm specializes b
- 2 I'm responsible
- 3 Both our roles consist
- 4 We work
- 5 I work as
- 6 She works in
- 7 They're in
- 8 He deals

- a for the company accounting and general finance.
- ~~b in furnishings and household design.~~
- c the areas of pharmaceuticals and hospital supplies.
- d with all the enquiries from clients in our northern region.
- e of leading small teams of people on projects.
- f charge of dealing with after-sales and client services.
- g a sales assistant for an engineering firm.
- h with each other most of the time.

2 Complete 1-6 in the email with a verb from A and a preposition from B.

A

charge responsible consist specialize work deal

B

in of with for of



Hi Burcu,

Thanks for your email and congratulations on the new position! They couldn't pick a better person to be in ¹ _____ their sales team in Ankara. It'll be hard to be ² _____ all those different people at first but I'm sure you'll manage.

With regard to your request for a good translator, I do know someone based in London. Most of her work tends to ³ _____ translating technical documents, and I think she might ⁴ _____ English-German translations. However, she's also fluent in Turkish, so I'm sure she could ⁵ _____ your type of sales literature.

Let me know if you'd like me to contact her. I'm sure you'd find her easy to ⁶ _____.

Best

Gerald

- 1.2** Complete the text with one of the prepositions from B opposite.
- Rebecca lives in London and works in public relations. She leaves home for work at 7.30 am. She drives (1) work. The traffic is often bad and she worries about getting (2) work late, but she usually arrives (3) work at around nine. She finishes work quite late, at about eight. 'Luckily, I'm never ill,' she says. 'I could never take the time (4) work.'
- She loves what she does and is glad to be (5) work. Some of her friends are not so lucky: they are (6) work.



- 1.3** Write about each person using words from C opposite, and the words in brackets. The first one has been done for you.
- 1 I'm Alicia. I work in a public library in the afternoons from two until six. (I/job)
I have a part-time job.
 - 2 My husband works in an office from 9 am to 5.30 pm. (he/job)
 - 3 Our daughter works in a bank from eight till five every day. (she/work)
 - 4 I'm David and I work in a café from 8 pm until midnight. (I/work)
 - 5 My wife works in local government and she can have this job for as long as she wants it. (she/job)
 - 6 Our son is working on a farm for four weeks. (he/job)
 - 7 Our daughter is working in an office for three weeks. (she/work)