

Working with words

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

Business communication

1 Rick Parry is a buyer for a supermarket chain. He is introducing a colleague, Marcel Grover, to Patti Kline, the representative of a key supplier. Complete their conversation with words from the list.

this is I want you to meet what do you do I'm very pleased really here's my nice to meet you it was nice

Rick Marcel, ¹ I want you to meet one of our guests. Marcel, ² _____ Patti Kline. She works with Longridge, one of our biggest suppliers.

Marcel ³ _____ to meet you, Patti.

Patti ⁴ _____, too. So Marcel, ⁵ _____ exactly?

Marcel Well, I'm in charge of all our stores in the south of England.

Patti ⁶ _____? That must be very demanding. You know, a lot of responsibility.

Marcel Well, I don't do everything alone. I've got a good team.

Rick Sorry, I need to talk to someone over there. ⁷ _____ seeing you, Patti. Keep in touch.

Patti Sure. ⁸ _____ card.

2 Read the beginning and end of another conversation. Put the words in *italics* in the correct order.

Greg Good afternoon.

met / I / think / we've / don't / before

¹ *I don't think we've met before.* I'm Greg Wilkes from the National Bank.

Jen *to / delighted / meet / I'm / you*

² _____, Mr Wilkes. My name's Jen Mills.

Greg *call / please / Greg / me*

³ _____ I see you're from Research and Development.

Jen *are / which / of / you / from / the / US / part*

⁴ _____?

Greg Boston, though I spend a lot of time in Europe these days. Anyway, *have / to / I'm / I / now / afraid / go*

⁵ _____.

Jen Sure. *to / meet / nice / you / it / very / was*

⁶ _____.

Greg It was very nice to meet you, too. I'd

like to keep in touch. *have / you / a / card / do*

⁷ _____?

Jen Here you are. *I / hearing / forward / from / to / look / you*

⁸ _____.