

1. **Read** these profiles about people from a training company website and answer the questions.

1. *What is the name of the company?*
2. *What kinds of training courses does it provide?*
3. *Which people work full-time for the company?*
4. *Which people are freelance and sometimes work for the company?*



HOWARD BRIGHT

I'm the Director of In-balance, which I set up in 1996. We offer high quality training services

throughout the UK. I'm mainly **in charge of** planning and coordinating our courses. I **work with** a team of full-time office staff and freelance trainers.



EMRANN BHATT

I **work as** a trainer for In-balance and run regular courses on using mobile technologies in marketing. I'm also a marketing consultant with my own agency. I **specialize in** online marketing and a large part of my work involves developing marketing strategies for small-to-medium sized business owners.



TASIA CLIFFORD

I work part-time for In-balance and I **am responsible for** running their courses on

employment law and health and safety. For the rest of the time, I'm a business lawyer with experience in the fields of employment law and health and safety. Most of my work **consists of** advising managers and businesses in these two areas. My clients come from a range of businesses and organizations.



FEY DE BOUTILIER

I **work in** customer services for In-balance. As the customer service representative, I mainly **deal with** enquiries and bookings from a variety of clients ranging from multinational corporations to individual customers.

2. Complete this table with information about Tasia, Emrann and Fey from their profiles.

	Job(s)	Colleagues and clients	Main area(s) of business	Workplace activities
Howard	Director	office staff and freelance trainers	training	planning and coordinating courses
Tasia				
Emran				
Fey				

3. Complete the verb phrases in these sentences with a preposition. Check your answers by looking for the same verb phrases **in bold** in the profiles from the training company website (exercise 1).

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