

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	<i>Director</i>	<i>office staff and freelance trainers</i>	<i>training</i>	<i>planning and coordinating courses</i>
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 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.