

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

1. Our firm specializes ____
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. a busy hospital with a diverse team of healthcare professionals.
- B. analyzing data and creating comprehensive reports.
- C. various technologies to develop innovative solutions.
- D. a variety of client issues and complaints daily.
- E. ensuring all patients receive proper care in the hospital.
- F. a financial analyst in a multinational corporation.
- G. managing the marketing team at his company.
- H. treating heart diseases and other cardiovascular conditions.

2) Complete the email below with the correct verb from column A and the correct preposition from column B.

Column A: charge, responsible, consist, specialize, work, deal

Column B: in, of, with, for, of

Email:



Hi Lena,

Thanks for your email and congratulations on the new position! They couldn't pick a better person to be 1 _____ their sales team in Germany. It'll be hard to 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 Berlin.

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 French, 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,
Alex