

Listening Practice: At the Office

Instructions: Press play on the audio in the blog. Listen and complete the tasks about the picture.



Task 1: *Who is in the office?*

Complete the table with the missing information.

Employee	What is their position?	What are they doing and what are they wearing?
Nate		
Alex		
Anna		
Jenny		
Mathew		
Christina		
• Accountant • Human Resources (HR) Manager • Chief Executive Officer (CEO)		• Personal Assistant (PA) • Information Technology (IT) Manager • Sales Director

Task 2: Responsibilities and Current Projects

In the center column you have the description of the different positions in Task 1. Write the name of each position in the first column. Then look at options at the bottom and copy/paste a possible project in the column on the right.

Position	Job Description	Current Project
	Is responsible for running the whole company	
	Makes appointments and arrangements	
	Negotiates prices and contracts	
	Runs an IT support team	
	Is in charge of budget and cash flow	
	Deals with employees	
● Buy new hardware ● Making bookings for a conference ● Visiting new customers in China		● Recruiting new staff ● Discussing plans and targets with the Board ● Preparing a financial report