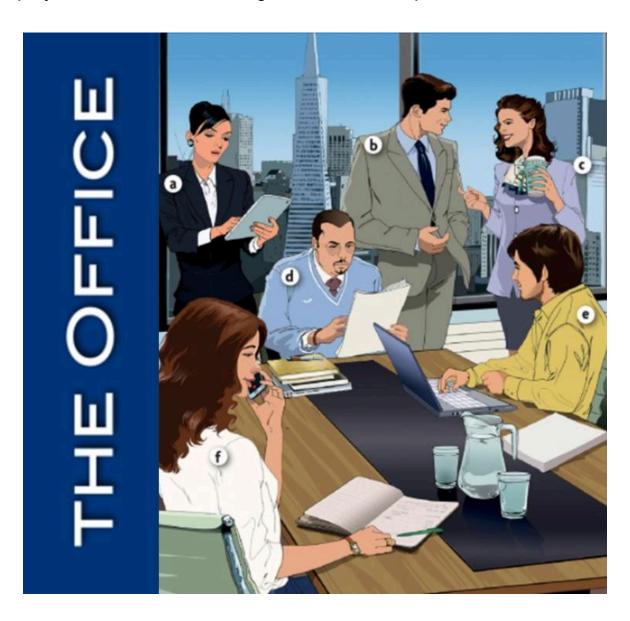
Listening Practice: At the Office

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 arrar		
	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 	