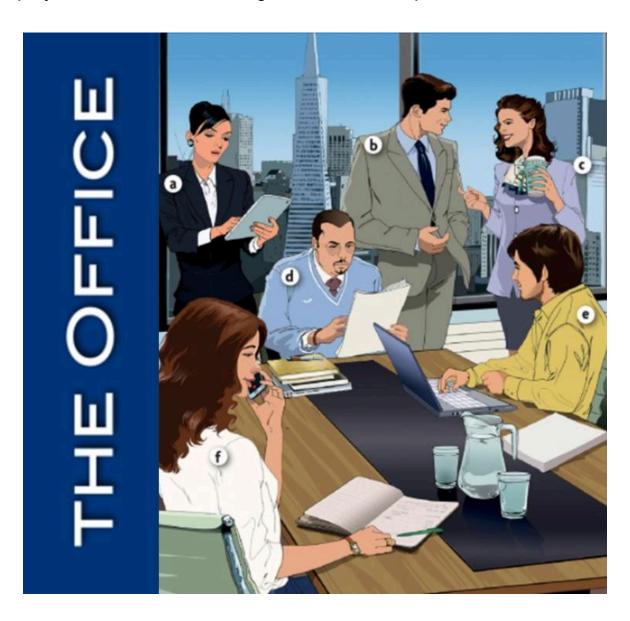
Listening Practice: At the Office

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	Chief Executive Officer (CEO)	He is wearing a blue jacket.		
Alex	 Sales Director 	He is wearing a suit		
Anna	Accountant	She is wearing a jacket and scarf		
Jenny	 Human Resources (HR) Manager 	She wear a blue coat		
Mathew	 Information Technology (IT) Manager 	He is wearing a yellow shirt.		
Christina	Personal Assistant (PA)	She is wearing a black suit.		
 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
Chief Executive Officer (CEO) Is responsible for running the whole company Officer (CEO)			 Discussing plans and targets with the Board
Personal Assistant (PA)	Makes appointments and arrar	 Making bookings for a conference 	
Sales Director	Negotiates prices and contract	 Visiting new customers in China 	
 Information Technology (IT) Manager 	Runs an IT support team	Buy new hardware	
Accountant	Is in charge of budget and cas	Preparing a financial report	
 Human Resources (HR) Manager 	Deals with employees	Recruiting new staff	
Buy new hardwaMaking bookings	re** s for a conference	 Recruiting new staff** Discussing plans and targets with the Board 	

• Visiting new customers in China

• Preparing a financial report***