

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	• Discussing plans and targets with the Board
• Personal Assistant (PA)	Makes appointments and arrangements	• Making bookings for a conference
• Sales Director	Negotiates prices and contracts	• Visiting new customers in China
• Information Technology (IT) Manager	Runs an IT support team	• Buy new hardware
• Accountant	Is in charge of budget and cash flow	• Preparing a financial report
• Human Resources (HR) Manager	Deals with employees	• Recruiting new staff
• Buy new hardware** • Making bookings for a conference		• Recruiting new staff** • Discussing plans and targets with the Board

- Visiting new customers in China

- Preparing a financial report***