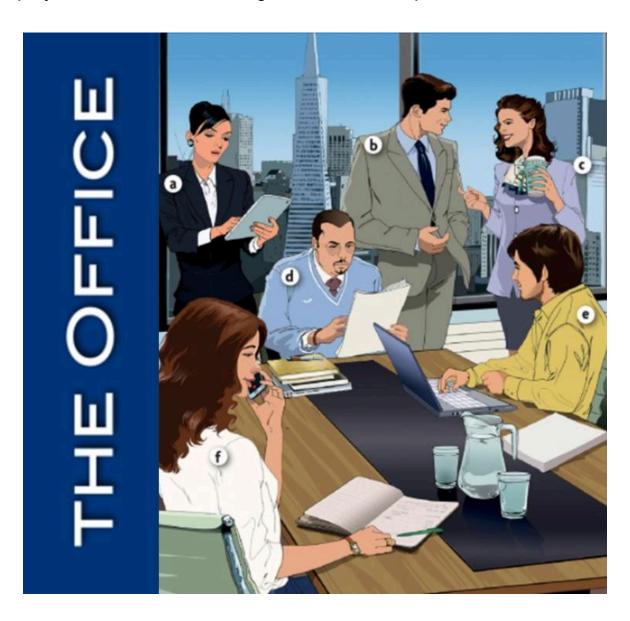
Listening Practice: At the Office

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)	The boss in other words		
Alex	Sales Director	He's the account manager, he keeps track of accounts		
Anna	Accountant	She is the accountant, she helps with the business accounts		
Jenny	Human Resources (HR) Manager	she tries to keep all the staff in order		
Mathew	 Information Technology (IT) Manager 	He knows and does everything about technology		
Christina	Personal Assistant (PA)	she organizes the schedules among other things		
 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
Alex	Is responsible for running the whole company		 Discussing plans and targets with the Board
Christina	Makes appointments and arrar		
	Negotiates prices and contracts		
Mathew	Runs an IT support team Is in charge of budget and cash flow		 Buy new hardware
Jenny	Deals with employees		 Recruiting new staff
 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 	