

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 arrangements	
	Negotiates prices and contracts	
Mathew	Runs an IT support team	• Buy new hardware
	Is in charge of budget and cash flow	
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