

Jobs and occupations

Write the number you hear next to the jobs mentioned.

Receptionist

Personal assistant

Engineer

Secretary

Finance director

Sales rep (representative)

Office assistant

Human Resources manager

IT technician

Team leader

Lawyer

CEO (Chief Executive officer)

Sentences and Questions

1. Put the words in order to make affirmative sentences and Yes / No questions.

a. an / you / office assistant / ? / are

b. Human Resources / a / you / ? / are / manager

c. am / a / I / director / finance

2. Listen and check.

3. Put the words in order to make questions.

a. you / are / Thomas / ?

b. IT technician / ? / you / are

c. name / your / what / is / ?

d. Enzo / is / name / my

e. sales representative / you / ? / are / a

f. you / are / ? / a / sales manager

g. are / you / Silva / Enzo

4. Listen and check