

- 4  41 Listen to Susana Ramirez introducing her staff. How many employees are there?
- 5 Listen again and complete this staff directory. Use the words in the box. Who is out of the office?

Bookkeeper Civil Engineering student Structural Engineer Team Assistant

RamCo

RamCo staff directory

Susana Ramirez	General Manager
Kenneth McGarry	Architect
Rowena Murphy	(1) _____
Janet L Jones	Structural Engineer
Timothy Wiseman	Project Manager
Luisa Serrano	Project Manager
Thomas McNamara	(2) _____
Julita Zielinski	(3) _____
Nasim Orgun	(4) _____

Vocabulary 6 Match 1-5 to a-e to make new words or word pairs.

- | | |
|---------------|--------------|
| 1 team | a) manager |
| 2 engineering | b) keeper |
| 3 project | c) assistant |
| 4 structural | d) student |
| 5 book | e) engineer |

7 Put these words in the correct order to make sentences.

- 1 Rowena / the / all / does / calculations
- 2 Julita / of / charge / is / in / staff / the / schedule
- 3 Thomas / next / graduate / hopes / to / year
- 4 Nasim / the / looks / after / finances
- 5 the / others / the / all / out / are / at / moment

Speaking 8 Work in small groups and complete the following.

- 1 Imagine you work together in a general contractor's office. Who does what? Write a staff directory using job titles.
- 2 Send one person - 'the visitor' - to another 'office' to be introduced to their staff.
- 3 Introduce the visitor to your staff. Explain the jobs and responsibilities of your staff.

A: This is He/She's responsible for At the moment he/she's working on

B: Pleased to meet you.

A: And this is