Company Departments

1 ***d***

2 _____

3 _____

4 _____

5 _____

6 _____

Personal Assistants=PAs

1. 3 things you think a PA does

3. Listen to the first part of the interview and write "y" if the activity is part of her job, and "n" is it isn't.

1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

4. Match

1 ***c***

2 _____

3 _____

4 _____

5 _____

6 _____

<u>Talking Point</u>

Who, in the business world, would you like to interview?

What 3 questions would you like to ask?

1. _____?

2. _____?

3. _____?