

VOCABULARY Roles and tasks

- 1 Match the people and departments in the box with the definitions (1–7).

Admin	CEO	HR	IT	PA	R&D	rep
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- the person responsible for a company's operations
- someone who travels and sells a company's products
- someone who assists another person who has a senior position
- the department for organising and managing the business
- the department for training and managing employees
- the department responsible for computers and communications equipment
- the department for researching and developing new products

- 2 Replace the underlined words and expressions with the words in the box.

come up with	draw up	input	liaise
oversee	process	schedule	troubleshoot

- I facilitate communication with managers to agree on best working practice in the office.
 - Could you supervise this new research project?
 - We need to find a solution to the problem on the website immediately.
 - Janet's working hard to enter all the dates into the group's calendar.
 - We'd like you to create exciting new products.
 - I'll arrange for someone to write out the full-time contract and send it to you tomorrow.
 - I deal with any job applications in the usual way.
 - Could we arrange a meeting of all the executives for Monday morning, Raoul?
- 3 Which people or departments in exercise 1 do you think are responsible for the tasks and activities in exercise 2?

LISTENING

- 4 9.1 Listen to three people talking about their work. Tick (✓) the two things they have in common.

All of them

- studied the same course at university.
- set up their own businesses.
- have worked in business for many years.
- have changed careers.
- are interested in environmentally friendly products.

- 5 Listen again. Are these statements true (T) or false (F)?

- Olivia started her business while she was at university.
- Olivia's design uses energy produced from human activity.
- She doesn't have any regrets about her business.
- David's business started during the economic recession.
- He has invented more than one product.
- He thinks that employing someone to help him in the early stages was unnecessary.
- Rafaela turned her hobby into a business.
- Rafaela's professional experience helped her to draw up a business plan.

- 6 Choose the correct words to complete the sentences. Listen again and check.

- What if we could *harness / create* at least some of that energy and use it?
- It's still early *times / days* yet, but I've been receiving a lot of interest.
- I *patented / experimented* my product so that no one would be able to copy my idea.
- I had to employ someone to organise files and *deal / process* orders.
- She's helped to *generate / grow* business and keep us going.
- The thing was to think of a *catchy / sticky* brand name so it would stand out.

Learner tip

Read the audioscripts at the back of the book after you listen and make a note of any new vocabulary. Don't forget to learn and revise it!