Listening

6 **Listen to a conversation between a junior accountant and a senior accountant. Mark the following statements as true (T) or false (F).**

1 __ The man maintains the accounting software.

2 __ The woman will not collect the source documents.

3 __ The department managers supply source documents weekly.

7 **Listen again and complete the conversation.**

Accountant 1: Do you have a **1** _____ Mr. Smith?

Accountant 2: Certainly, Nancy. What can I help you with?

Accountant 1: One question - how do I collect the **2** _____ _____?

Accountant 2: Actually, you don't collect them.

Accountant 1: Really? How do I **3** _____ _____?

Accountant 2: The **4** _____ managers give them to you at the end of every month.

Accountant 1: Ah, I see. And then I just **5** _____ the data in the accounting software?

Accountant 2: That's right. **6** _____ the data from the source documents in the accounting software.

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