

A 1.01 Choose the correct option. Then listen again and check your answers.

- 1 I help people *plan* / *start* events.
- 2 First, I have to find out what the *employee* / *client* wants.
- 3 We have to choose a *budget* / *venue* – a location – carefully.
- 4 We had about 500 people there – 500 *tents* / *guests*.
- 5 We also have to *arrange* / *get on with* food, tables and chairs ...
- 6 I usually have to *organise* / *find out* a sound system for the speeches and music ...
- 7 Getting the right *staff* / *priority* for an event is really important – you need the right people.
- 8 You need to *come up with* / *manage* people well.

 **LIVEWORKSHEETS**