

3 The speakers include information about these topics. Put them in a logical order.

- aspirations
- role
- who they are
- reason for being there
- achievements/activities

4 ▶ 1.6 Listen again and complete phrases 1–13. Then match the phrases to the topics in 3.

- 1 Hi, Holly Cheng. the Singapore office ...
- 2 everything that goes on in Production Planning.
- 3 ... get on top of things and can see ways of ...
- 4 local production ...
- 5 I guess take on board anything I can about how to ...
- 6 Hello. For Elke Seifried from Graz in Austria.
- 7 optimizing the quality assurance procedures ...
- 8 jettison any sub-standard products and working out what went wrong.
- 9 over the years, procedures ...
- 10 ... share some of my ideas with you here.
- 11 Hi, there. , I'm Harvey Benson from Atlanta.
- 12 coordinate what happens between departments ...
- 13 ... talking, mailing, getting on people's cases, and so on ...