



CLB 5 Asking for Help (Listening)

Instructions:

1. Listen to a recording of a manager in a meeting.
 2. Take notes while you listen.
 3. Answer the questions.
 4. Follow the instructions with your partner.
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1. Why is your manager talking to you?

- a. to give advice
- b. to give instructions
- c. to give an update
- d. to give a speech

2. When can you ask questions?

- a. after your manager is finished with the instructions
- b. anytime
- c. never
- d. after the meeting

3. Is the manager speaking formally or informally? **Formally / Informally**

How do you know? _____

4. What is the first thing the manager wants you to do when after she's done talking?

5. Fill in the blanks and write the order of the instructions:

- a. _____ don't know, find . . . # _____
- b. _____, ask one of your co-workers . . . # _____
- c. _____ doesn't work, please send . . . # _____
- d. The _____ thing I need you to do is . . . # _____

6. Who should you talk to if your co-worker doesn't know (step 2)?

- a. Another co-worker
- b. A manager
- c. A supervisor
- d. A customer

7. Why should you talk to Tara in admin (step 3)?

- a. She is knows a lot
- b. She is your manager
- c. She likes answering questions
- d. She likes helping

8. Where should you go to ask the manager (step 4)?

9. Go back to question 4. Write down what you will say to your co-worker when you complete this step.

10. Do you think this is a good way to start the morning for this kind of job?

YES / NO Explain your answer.

If you finish early, click the blue boxes below: