

LISTENING

Listen to the recording again and fill in the blanks.

UNIT 1

I = Interviewer; S = Sally

I: Sally, I'm not sure many people are clear¹ — what the job of PA really is. So, what exactly do you do?

S: Well, normally I arrive² — the office at about half past nine. My first job is³ — check my email. Every day there are lots of requests⁴ — meetings with Richard from producers, directors, lots of people. I prioritise these and I fit them⁵ — Richard's diary around his other appointments. Before any meeting, Richard needs background information, so I often⁶ — research or look up information. During meetings, I⁷ — notes and then afterwards I type the minutes and file them. And I deal⁸ — correspondence, take phone calls, and welcome visitors to the office.

I: What kind of atmosphere do you work in?

S: Oh, it's very busy. There are all kinds of people, producers, directors, actors, coming and going all the time. And sometimes it seems like the phone never stops⁹ —.

I: What do you like¹⁰ — about your job?

S: The people I work with. They're very positive and helpful.

I: And what do you like¹¹ — ?

S: Well, you can be¹² — a lot of pressure to¹³ — deadlines. There are always so many things happening. It can be¹⁴ — manic sometimes.

1. be clear _____

2. arrive _____ the office

3. My job is _____ check

4. a request _____

5. fit sth _____

6. to _____ research

7. to _____ notes

8. to deal _____

9. to stop _____

10. like _____

11. like _____

12. be _____ pressure

13. to _____ deadlines

14. be _____ manic

- E: Do you have a good working relationship with your boss?
 S: Oh yes, we get ¹⁵ very well. He has a hectic ¹⁶ _____ and he's ¹⁷ _____ of the office a lot of the time so ¹⁸ _____ is very important. He relies ¹⁹ _____ me to work ²⁰ _____ if he's not there.
 E: What kind of qualities do you think a PA needs?
 S: Organisation is the most important thing, definitely. You need to be quite meticulous when you're planning your employer's ²¹ _____.
 E: Anything else?
 S: Yes, you need to stay calm, even in a difficult situation. And you need a good telephone manner and good communication skills.
 E: Do you have any words of ²² _____ for anyone who is thinking ²³ _____ ²⁴ _____ a PA?
 S: Being a PA is a valuable ²⁵ _____. It gives you a really good idea of how an organisation works and how people make decisions. And it can be an ideal springboard for a career in many other business areas, from marketing to finance.

15. to get ____ well
16. a hectic ____
17. be ____ of the office
18. ____
19. to rely ____
20. to work ____

21. to plan ____

22. words of ____
23/24. to think ____ ____
25. ____

Now use the phrases in the list to speak about YOUR job!

Be as realistic as possible!
