

A: Listen and complete each gap with one word.

A

The next train to _____ at Platform 2 is the 12.20 to Bristol Temple Meads, calling at Reading, Oxford and Bristol Parkway. Platform 2 for the 12.20 to Bristol. First class is in the rear _____.

B

This is a platform announcement for passengers for the 12.20 _____ to Bristol Temple Meads. This train is _____ by approximately 8 minutes. The train will now depart from Platform 9. Passengers for the 12.20 train to Bristol, please make your _____ to Platform 9.

C

Passengers for Flight EB380 to Paris please make your way to Gate 13 for boarding. Gate 13 for flight EB380 to Paris. Please have your passports and boarding _____ ready. Your flight is ready to board.

D

This is a London Underground service to Liverpool Street. The next station is Liverpool Street. Upon _____, the first set of doors will not open. Customers in the first carriage, please move towards the rear doors to leave the train. The next station is Liverpool Street. _____ here for Central Line, Circle Line, Hammersmith & City Line and _____ Line and Main Line Suburban rail services. Please mind the gap between the train and the _____. This train terminates at Redbridge.

Who's who in the office

Listen to two people talking about the people in their office to practise and improve your listening skills.

Before listening

Do the preparation task first. Then listen to the audio and do the exercises.

Preparation task

Match the definitions (a–f) with the vocabulary (1–6).

Vocabulary

1. to deal with
2. a printer
3. a colleague
4. IT systems
5. a department
6. management

Definition

- a. a person you work with
- b. a part of a company or organisation
- c. controlling and organising something
- d. a machine for printing documents, photos, etc.
- e. information technology systems
- f. to do something about (a particular problem or situation)

Tasks

Task 1

Are the sentences true or false?

1. Jani is new in the department.
2. Luciana has short, dark, hair.
3. The guy on the phone is called Ian.
4. Maria is responsible for the new orders.
5. Yuki should write everything down.
6. Sebastian works in communications.

Answer

- | | |
|------|-------|
| True | False |
| True | False |
| True | False |
| True | False |
| True | False |
| True | False |

Task 2

Match the endings (a–f) with the beginnings (1–6) of the sentences.

Beginning

1. The first people they see
2. The woman in the purple dress
3. The man in the green shirt
4. Maria
5. Yuki
6. Sebastian

Ending

- a. is the marketing director.
- b. can get Yuki email access.
- c. will introduce herself to Sebastian later.
- d. is responsible for information technology systems.
- e. do order management.
- f. will be working with Yuki.

Discussion

Can you describe your colleagues? What do they look like and what do they do?