ANSWER THESE QUESTIONS

1: When does her boss need background information?

_____

2. What are 3 activities she does every day?

_____

3. Does she ever attend meetings? Why? Why not?

_____

4. Is she ever away from her desk for a long time? Why? Why not?

_____

## VOCABULARY

**Nouns - Verbs:** Fill in the chart using words from the listening.

| Nouns | Verbs |
|---|---|
| FOR EXAMPLE:<br>(have) a meeting | To meet |
| (make) a | To request |
| a director | To |
| a priority | To |
| (do) | To research |
| (be under) | To press |
| the | To communicate |
| the | To encourage |
| the | To organize |
| the | To decide |

**ADJECTIVES:** Look for the opposites of these adjectives in the listening.

| ADJECTIVE | OPPOSITE-In the dialogue |
|---|---|
| FOR EXAMPLE: unclear | clear |
| relaxed | |
| negative | |
| unhelpful | |
| quiet | |
| inexact | |
| nervous | |
| easy | |
| bad | |
| unimportant | |
| imperfect | |