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: (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	