

Company Departments

1 *d*

2 _____

3 _____

4 _____

5 _____

6 _____

Personal Assistants=PAs

1. 3 things you think a PA does

3. Listen to the first part of the interview and write "y" if the activity is part of her job, and "n" if it isn't.

1. _____

6. _____

2. _____

7. _____

3. _____

8. _____

4. _____

9. _____

5. _____

10. _____

4. Match

1 *c*

2 _____

3 _____

4 _____

5 _____

6 _____

Talking Point

Who, in the business world, would you like to interview?

What 3 questions would you like to ask?

1. _____?

2. _____?

3. _____?