

B1 PHYTOPHARMA – ASSIGNMENT 01

A. Listen and complete these sentences with the correct words from the list.

electronical pharmaceuticals financial services electronics
recruitment commercial automobile entertainment software

- 1 Natasha works for a _____ company. She provides staff in the _____ industry.
- 2 Malik's company produces _____ for _____ companies.
- 3 William works in _____. He wants a job in the _____ industry.

B. Listen to two phone calls. Choose the correct names or words

- 1 The receptionist puts *Anna / Peter* through to *Anna / Peter*.
- 2 Anna *knows / doesn't know* Peter.
- 3 Anna is calling about *the bank / an email*.
- 4 Raymond Saddler calls *his office / a hotel*.
- 5 The receptionist *puts / doesn't put* Raymond through to another person.
- 6 Raymond is calling about *meeting rooms / hotel rooms*.

To put someone through: to connect a person using a phone to the person they want to speak to

Eg. Could you put me through to customer services, please?

C. Listen and match expressions 1-8 to responses a-h.

- | | |
|---|-------------------------------|
| 1 Can I join you? ____ | a Very interesting. |
| 2 I hear you work for GST. ____ | b Sure. See you later, maybe. |
| 3 My name's Simon Turing. ____ | c Yes, of course. |
| 4 What do you think of the conference? ____ | d No, not many. |
| 5 Do you come here every year? ____ | e Pleased to meet you. |
| 6 Do you know a lot of people here? ____ | f No, thanks. I'm fine. |
| 7 Would you like another drink? ____ | g Yes, that's right. |
| 8 Please excuse me. ____ | h No, this is my first time. |

D. Read the following article about jobs at Komancom. Complete the sentences with four of the department names from this list.

Logistics Finance Sales IT (Information Technology)
R&D (Research and Development) HR (Human Resources)
Marketing Customer Services



CAREER PROFILES

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Cameron Torres works in the ¹ _____ Department in Argentina. He has meetings with customers, and **contacts** them by phone and email to **develop** good business relationships.

Bud Cardoso works in the ² _____ Department in Brazil. He **checks** financial information and **deals with** accounts. He likes working with numbers.

Adel Sharma works in the ³ _____ Department in India. She **promotes** products so that more people know about them. Her department **supports** the Sales Department.

Esma Demir works in the ⁴ _____ Department in Turkey. She's **responsible for** the warehouse. She contacts suppliers and **organizes** deliveries. It is important that the deliveries are on time.