

## 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 Komancos. 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

Find out about a career with Komancos. Read about some of the people who work for us around the world.

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.