Listen and fill in the blanks

*[**SR** = Susana Ramirez; **RM** = Rowena Murphy ; **AS** = Arnold Schmidt; **TM** = Thomas McNamara; **JZ** = Julita; Zielinski; **NO** = Nasim Orgun]*

HINTS: *employees; student; schedule; site; structural; graduate; fix; clients; calculations; moment; assistant; unusual feature; photocopier; residential; charge; finances; engineering;*

SR: So, this is Rowena Murphy.

RM: Pleased to meet you.

AS: What do you do here, Rowena?

RM: I'm a S_____ Engineer. I do all the c_____ to make sure the buildings stay up.

AS: I see.

SR: And this is Thomas McNamara. He's a s_____ working with us for six months. He's working on a r_____ project at the moment - a block of flats in the centre of town . An u_____ f_____ is the garden on the roof.

AS: How do you do?

TM : Pleased to meet you .

AS: What are you studying, Thomas?

TM : Civil e_____. I hope to gr_____ next year.

AS: Good luck.

TM : Thanks.

SR: And this is Julita Zielinski. She's our Team A_____. She's in c_____ of the staff s_____, so she makes sure we are all in the right place at the right time.

AS: Hello, Julita.

JZ: Hello.

SR: Julita's also the only one who knows how to fix the p_____.

AS: Ah .

SR: This is Nasim Orgun, our Bookkeeper. She looks after our f_____.

AS: Hi!

NO: Hello.

SR: Erm. And that's it. We have four more e_____, but they're all out of the office at the m_____ . One is on holiday and the others are either visiting c_____ or on s_____ .

AS: OK

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