

## LISTENING ACTIVITIES - ADG1

🔊 Listen to Judy and Diane again. Complete the business cards for the people that they talk about.

<b>Judy Watson</b> 1. <i>Human Resources Director</i>	<b>Diane Young</b> 2. _____	<b>Ivan Mell</b> 3. _____
<b>Lyn Clark</b> 4. _____	<b>Ben Li</b> 5. _____	<b>Jane Mack</b> 6. _____

🔊 Listen to the conversation between the Managing Director and a new employee at Warfords. Complete the information about the people with the words below.

Fifth • First • Financial Director • Third  
 Managing Director • Marketing Director

Name	Job	Floor
David Barton	1. _____	Sixth
Wendy McKenzie	Human Resources Director	2. _____
Natasha Reid	3. _____	Second
Colin Ashton	Sales Director	4. _____
Liz Travis	5. _____	Fourth
Lisa Brown	Receptionist	6. _____

🔊 Kelly (B), an administrative assistant, is welcoming Graham Bright (A), a visitor to her office. Listen to the dialogue and fill in the missing words.

A: *Good morning*. I'm Graham Bright, from Wallington's Electricals.

B: Good morning, Mr Bright. *Welcome to Dynamick*. I'm Kelly, Mr Chandler's  
 1. \_\_\_\_\_.

A: Nice to meet you, Kelly.

B: Nice to meet you, too. *May I take your*  
 2. \_\_\_\_\_, Mr Bright?

A: Yes, thank you. I have an appointment at  
 3. \_\_\_\_\_ o'clock with Mr Chandler and the Head of Research and Development.

B: *Yes, Mr Chandler and Mrs Shack will be with you shortly*. Please have a 4. \_\_\_\_\_.  
*Can I offer you something to drink?*

A: Yes. I'd like some 5. \_\_\_\_\_, please.

B: *Do you want milk or sugar?*

A: Just a little 6. \_\_\_\_\_, please.

B: Here you go, Mr Bright. *Mr Chandler and Mrs Shack will be down in a minute*.

A: Thank you.