

LISTENING ACTIVITIES - ADG1

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

Judy Watson

1. *Human Resources Director*

Diane Young

2.

Ivan Mell

3.

Lyn Clark

4.

Ben Li

5.

Jane Mack

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.