## Functional language

### Talking about people and roles

**1** 1.02 **Put the conversations into the correct order. Then listen and check.**

**1 a** ☐ **Helen:** Nice to meet you, Theo.
**b** 1 **Mark:** Helen, this is Theo from the Geneva office.
**c** ☐ **Theo:** Nice to meet you, too, Helen.
**2 a** ☐ **Theo:** He's fine.
**b** ☐ **Helen:** Do you know Louis in the Geneva office?
**c** ☐ **Helen:** How is he?
**d** ☐ **Theo:** Louis Martin? Yes. He works in my department.
**3 a** ☐ **Helen:** About eight.
**b** ☐ **Theo:** How many people work in the sales team?
**c** ☐ **Helen:** Theo, that's the sales team.

**2** 1.03 **Choose the correct option. Then listen and check.**

**A:** What do you [1]*do* / *work*?
**B:** [2]*I'm a* / *I work* Sales Manager. I [3]*manage* / *visit* clients and work with the Sales Director.
**A:** [4]*Which* / *Who* department do you work in?
**B:** The IT department.
**A:** [5]*What's* / *Who's* your manager?
**B:** Mario Souza.
**A:** Do you travel [6]*for* / *to* work a lot?
**B:** Yes, I do. I [7]*go* / *visit* our offices in Europe and Asia.
**A:** Who [8]*manages* / *works* that team?
**B:** Jonathan Andrews. Do you [9]*see* / *know* Jonathan?
**A:** [10]*What* / *Which* does Jane do?
**B:** [11]*She does* / *She's an* IT Manager. She [12]*does* / *manages* the IT team.

**3** **Put the words in the correct order to make questions about Kate, a Designer, and Sam, a Sales Manager.**

**1 a** clients / visits / who / the / ?

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**b** does / who / visit / Sam / ?

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**2 a** what / design / Kate / does / ?

LIVEWORKSHEETS