

Working day

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

- b does / who / visit / Sam / ?

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