Jobs and occupations

Write the number you hear next to the jobs mentioned.

Receptionist	Personal assistant
Engineer	Secretary
Finance director	Sales rep (representative)
Office assistant	Human Resources manager
IT technician	Team leader
Lawyer	CEO (Chief Executive officer)

Sentences and Questions

1. Put the words in order to make affirmative sentences and Yes / No questions.
   a. an / you / office assistant / ?/ are
   b. Human Resources / a / you / ?/ are / manager
   c. am / a / I / director / finance
2. Listen and check.
3. Put the words in order to make questions.
   a. you / are / Thomas / ?
   b. IT technician / ? / you / are
   c. name / your / what / is / ?
   d. Enzo / is / name / my
   e. sales representative / you / ? / are / a
   f. you / are / ? / a / sales manager
   g. are / you / Silva / Enzo
4. Listen and check