

UNIT 6 LANGUAGE FOR LIFE

1 Listen to four people presenting themselves to the Volunteer Program. Choose the correct information.

Layla: I work for a big company and we produce **sports clothing / audio equipment / bicycles**. I'm responsible for sales and **promotion / quality control / advertising**.

Mike: Right now, I'm **working for my father / unemployed / training to be an engineer**.
I'm looking for a job in **publishing / the theater / tourism**.

Jack: I work as a bodyguard and I'm based **in the south / at head office / in Detroit**.
My job involves a lot of **foreign travel / import and export / sitting at my desk all day**.

Elise: I run **the photography department / the accounts department / my own company**.
I'm in charge of a **department / marketing / taking pictures**.

2. Three people arrive late for the group. Read the notes and use words from Exercise 1 to complete their presentations.

Sarah

- Receptionist, Cutters Salon
- Responsible for appointments and accounts



Hi, I'm Sarah. I work
(1) as a receptionist
(2) at Cutters Salon. I'm
in (3) charge of appointments
and accounts.

Charles

- Tour Guide, City Tours
- Takes tourists around Boston
- Wants to be a hotel manager



I'm Charles. I'm a tour guide
and I work (4) in City Tours. My
job (5) is taking tourists around
Boston. Right now, I'm (6) looking
for a job (7) in hotel management.

Andrew

- CEO of Luxe Autos
- Sells expensive cars
- In Salt Lake City



My name's Andrew. I
(8) run a company
called Luxe Autos. We (9)
sell expensive cars. We're
(10) based in Salt Lake City.

3. Listen to Beatrice and Nathan discuss sharing tasks. Write B if Beatrice agrees to do the task. Write N if Nathan agrees to do the task.

Tasks:			
Get stationery items	☐	Make the coffee	☐
Write the report	☐	Do the filing	☐
Print out the report	☐	Set up the conference room	☐