LISTENING A2: WHO'S WHO IN THE OFFICE

Preparation task

Match the definitions (a–f) with the vocabulary (1–6).

Vocabulary	Definition
1. ..... to deal with	a. a person you work with
2. ..... a printer	b. a part of a company or organisation
3. ..... a colleague	c. controlling and organising something
4. ..... IT systems	d. a machine for printing documents, photos, etc.
5. ..... a department	e. information technology systems
6. ..... management	f. to do something about (a particular problem or situation)

LISTEN. ARE THE SENTENCES TRUE OR FALSE?

1. Jani is new in the department.

True **False**

2. Luciana has short, dark, hair.

True **False**

3. The guy on the phone is called Ian.

True **False**

4. Maria is responsible for the new orders.

True **False**

5. Yuki should write everything down.

True **False**

6. Sebastian works in communications.

True **False**

LIVEWORKSHEETS

Task 2

Match the endings (a–f) with the beginnings (1–6) of the sentences.

Beginning	Ending
1. ..... The first people they see	a. is the marketing director.
2. ..... The woman in the purple dress	b. can get Yuki email access.
3. ..... The man in the green shirt	c. will introduce herself to Sebastian later.
4. ..... Maria	d. is responsible for information technology systems.
5. ..... Yuki	e. do order management.
6. ..... Sebastian	f. will be working with Yuki.

Exercise 1: Multiple Choice Questions

Chose the correct answer.

1. A modern secretary types on:
   a. ○ A typewriter
   b. ○ A computer
   c. ○ A spreadsheet

2. What skills does a secretary need?
   a. ○ Computing
   b. ○ Coffee making
   c. ○ Mathematics

3. Which is correct?
   a. ○ A modern secretary needs more skills than in the past.
   b. ○ A modern secretary needs fewer skills than in the past.
   c. ○ The same skills as in the past.

4. Which is correct?
   a. ○ All modern secretaries do shorthand.
   b. ○ Not many modern secretaries do shorthand.
   c. ○ Modern secretaries never do shorthand.

5. When dealing with visitors the secretary must:
   a. ○ Make a good impression.
   b. ○ Make good coffee.
   c. ○ Make a strong impression.

LIVEWORKSHEETS