# Listening

**1** 2.01 **Listen to a meeting for new employees. Which things does Camilla <u>not</u> mention?**

a clothes b health and safety c illness d money
e working hours f the union

**2 Listen again and answer the questions.**

1 What sort of meeting is taking place?

_____

2 Is the meeting formal or informal?

_____

3 Who is Camilla?

_____

4 Who is George?

_____

5 Which floor is Camilla's office on?

_____

**3 Listen again and complete George's notes.**

Health and [1] *safety* rules

- If there's a [2] _____, don't use lift
- Use stairs and meet in [3] _____
- Each [4] _____ meets in special place – look on map to find out where

[5] _____ courses

- Let Camilla know if interested.
- At least two people/department must do course
- [6] _____ contact details on company website
- [7] _____ policy on clothes – [8] _____ clothes all the time
- Company has flexible working hours, e.g. changing [9] _____ or taking time off
- [10] _____ times – speak to manager about them, probably flexible





LIVEWORKSHEETS