

LISTENING: 1º V MANAGING ASSISTANCE UNIT 2

A manager, Mr Robbins, is talking to his new administrative assistant. **Listen to the dialogue** and complete the sentences with the correct words from the dialogue. Type the answers.

1. When visitors arrive, Kate must ask if they want a .
2. In the log, she needs to include the time the visitor arrives, he / she is visiting and the time he / she leaves.
3. When the visitor leaves, Kate must make sure that he / she returns the .
4. One of Kate's duties is to check what office supplies they have every .
5. Mr Robbins needs Kate to help organise a meeting for next Thursday at .
6. There will be people at the budget review meeting.



