

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.

