B1 PHYTOPHARMA – ASSIGNMENT 01

A. Listen and complete these sentences with the correct words from the list.

electronical **pharmaceuticals** **financial services** **electronics**

recruitment **commercial** **automobile** **entertainment** **software**

1 Natasha works for a _____ company. She provides staff in the _____ industry.
2 Malik's company produces _____ for _____ companies.
3 William works in _____. He wants a job in the _____ industry.

B. Listen to two phone calls. Choose the correct names or words

1 The receptionist puts *Anna / Peter* through to *Anna / Peter*.
2 Anna *knows / doesn't know* Peter.
3 Anna is calling about *the bank / an email*.
4 Raymond Saddler calls *his office / a hotel*.
5 The receptionist *puts / doesn't put* Raymond through to another person.
6 Raymond is calling about *meeting rooms / hotel rooms*.

To put someone through: to connect a person using a phone to the person they want to speak to

Eg. Could you put me through to customer services, please?

C. Listen and match expressions 1-8 to responses a-h.

1 Can I join you? ___	a Very interesting.
2 I hear you work for GST. ___	b Sure. See you later, maybe.
3 My name's Simon Turing. ___	c Yes, of course.
4 What do you think of the conference? ___	d No, not many.
5 Do you come here every year? ___	e Pleased to meet you.
6 Do you know a lot of people here? ___	f No, thanks. I'm fine.
7 Would you like another drink? ___	g Yes, that's right.
8 Please excuse me. ___	h No, this is my first time.

LIVEWORKSHEETS

D. Read the following article about jobs at Komancom. Complete the sentences with four of the department names from this list.

Logistics *Finance* *Sales* *IT (Information Technology)*
R&D (Research and Development) *HR (Human Resources)*
Marketing *Customer Services*

CAREER PROFILES

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Cameron Torres works in the [1]_____ Department in Argentina. He has meetings with customers, and **contacts** them by phone and email to **develop** good business relationships.

Bud Cardoso works in the [2]_____ Department in Brazil. He **checks** financial information and **deals with** accounts. He likes working with numbers.

Adel Sharma works in the [3]_____ Department in India. She **promotes** products so that more people know about them. Her department **supports** the Sales Department.

Esma Demir works in the [4]_____ Department in Turkey. She**'s responsible for** the warehouse. She contacts suppliers and **organizes** deliveries. It is important that the deliveries are on time.

LIVEWORKSHEETS