09 WORK

VOCABULARY Roles and tasks

1 Match the people and departments in the box with the definitions (1–7).

Admin	CEO	HR	IT	PA	R&D	rep

1 the person responsible for a company's operations .....
2 someone who travels and sells a company's products .....
3 someone who assists another person who has a senior position .....
4 the department for organising and managing the business .....
5 the department for training and managing employees .....
6 the department responsible for computers and communications equipment .....
7 the department for researching and developing new products .....

2 Replace the underlined words and expressions with the words in the box.

come up with	draw up	input	liaise
oversee	process	schedule	troubleshoot

1 I facilitate communication with managers to agree on best working practice in the office. .....
2 Could you supervise this new research project? .....
3 We need to find a solution to the problem on the website immediately. .....
4 Janet's working hard to enter all the dates into the group's calendar. .....
5 We'd like you to create exciting new products. .....
6 I'll arrange for someone to write out the full-time contract and send it to you tomorrow. .....
7 I deal with any job applications in the usual way. .....
8 Could we arrange a meeting of all the executives for Monday morning, Raoul? .....

3 Which people or departments in exercise 1 do you think are responsible for the tasks and activities in exercise 2?

LISTENING

4 9.1 Listen to three people talking about their work. Tick (✓) the two things they have in common.

All of them
a studied the same course at university. .....
b set up their own businesses. .....
c have worked in business for many years. .....
d have changed careers. .....
e are interested in environmentally friendly products. .....

5 Listen again. Are these statements true (T) or false (F)?

1 Olivia started her business while she was at university.
2 Olivia's design uses energy produced from human activity.
3 She doesn't have any regrets about her business.
4 David's business started during the economic recession.
5 He has invented more than one product.
6 He thinks that employing someone to help him in the early stages was unnecessary.
7 Rafaela turned her hobby into a business.
8 Rafaela's professional experience helped her to draw up a business plan.

6 Choose the correct words to complete the sentences. Listen again and check.

1 What if we could *harness / create* at least some of that energy and use it?
2 It's still early *times / days* yet, but I've been receiving a lot of interest.
3 I *patented / experimented* my product so that no one would be able to copy my idea.
4 I had to employ someone to organise files and *deal / process* orders.
5 She's helped to *generate / grow* business and keep us going.
6 The thing was to think of a *catchy / sticky* brand name so it would stand out.

Learner tip

Read the audioscripts at the back of the book after you listen and make a note of any new vocabulary. Don't forget to learn and revise it!

vk.com/basta LIVEWORKSHEETS