

Listen and practise: Introducing a colleague

1. Tom Hayes is giving a speech. Listen and tick the answer to the question.

What is the purpose of this speech?

- To interview someone for a new job.
- To tell some employees about a new employee.
- To describe a new training program.

2. Listen and complete the speech.

Good morning, everybody. I'd like to **introduce** a new member of our company, Amy Lane. Amy's going to be our new **management trainee**. **She'll** be _____ with Michael in the Marketing Department. Amy graduated last July from the European Business School, and we're very _____ to have her here with us. I'm sure she'll be a great _____ to our department. Amy, would you like to say a _____?

