

3 Listen again. Complete these collocations.

write software

1 supervise _____	6 diagnose _____
2 have _____	7 design _____
3 be responsible _____ IT projects	8 maintain _____
4 look _____ computers	9 write _____ for software
5 install _____	

Listening



8 03 Listen to an IT employee telling his new manager about his job. What do you think his job is?

9 Listen again. Tick the things that usually happen.

- 1 Robert checks emails.
- 2 Robert has emails waiting for him.
- 3 Robert visits people at their desks.
- 4 Sales people have problems.
- 5 Robert attends meetings.
- 6 Robert visits other companies.

10 Listen again. Write these phrases in the correct place in the sentences in 9.

from time to time generally hardly ever normally
occasionally usually

Language

Expressing frequency

Adverbs of frequency (*usually, sometimes, hardly ever, etc.*) normally go before the main verb. Some adverbs (e.g. *sometimes, occasionally, normally*) can also go at the beginning or end of a sentence.

Zafia **almost always** checks her email first thing in the morning.

I have to call a support technician **occasionally**.

Time expressions (*once a week, from time to time, all the time, etc.*) go at the beginning or end of the sentence.

Pawel takes training courses **two or three times a year**.

Speaking

11 Work in pairs. Choose a job from 2. Then take turns to interview your partner about his/her job.

Tell me about your current job. What are your duties? How often do you ...?