AUDIO 5

The project manager of a construction company is giving a presentation to his colleagues. Put the sentences in the right order. Then listen and check.

- [ ] a This morning I'd like to update you on the current status of work at the construction site. The information I give you today should help you with planning your next steps.
- [ ] b For those of you who don't know me, my name is Gordon Selfridge. Let me just write that down for you. OK. I'm the project manager in charge of the Bak Tower building project in Dubai.
- [ ] c I've divided my presentation into three parts.
- [1] d Hello, everyone.
- [ ] e Then I'll move on to the problems we're facing with our local suppliers.
- [ ] f First of all, let me thank you for coming here today. I'm aware that you're all busy preparing for the annual meeting this week, so I really appreciate you taking the time to be here.
- [ ] g I'll start off by showing you some photos of the building site and discussing the progress we've made since January.
- [ ] h My talk should take about 30 minutes. Please feel free to interrupt me at any time with questions.
- [ ] i I'll end with some ideas for reducing labour costs that we've been looking into.
- [ ] j Oh, and don't worry about taking notes. I'll be handing out copies of the PowerPoint slides.

Now put these points in the order in which Gordon mentions them.

A *reducing labour costs*

B *welcome & introduction*

C *30 minutes for presentation*

D *update on current status*

E *handout after presentation*

F *progress made since January*

G *problems with local suppliers*

H *questions during presentation OK*

I *three main parts*

LIVEWORKSHEETS