

Functional language Talking about people and roles

1 ▶ 1.02 Put the conversations into the correct order. Then listen and check.

- 1 a ☐ **Helen:** Nice to meet you, Theo.
b ☒ **Mark:** Helen, this is Theo from the Geneva office.
c ☐ **Theo:** Nice to meet you, too, Helen.
- 2 a ☐ **Theo:** He's fine.
b ☐ **Helen:** Do you know Louis in the Geneva office?
c ☐ **Helen:** How is he?
d ☐ **Theo:** Louis Martin? Yes. He works in my department.
- 3 a ☐ **Helen:** About eight.
b ☐ **Theo:** How many people work in the sales team?
c ☐ **Helen:** Theo, that's the sales team.

2 ▶ 1.03 Choose the correct option. Then listen and check.

- A: What do you ¹do / work?
B: ²I'm a / I work Sales Manager. I ³manage / visit clients and work with the Sales Director.
- A: ⁴Which / Who department do you work in?
B: The IT department.
- A: ⁵What's / Who's your manager?
B: Mario Souza.
- A: Do you travel ⁶for / to work a lot?
B: Yes, I do. I ⁷go / visit our offices in Europe and Asia.
- A: Who ⁸manages / works that team?
B: Jonathan Andrews. Do you ⁹see / know Jonathan?
- A: ¹⁰What / Which does Jane do?
B: ¹¹She does / She's an IT Manager. She ¹²does / manages the IT team.

3 Put the words in the correct order to make questions about Kate, a Designer, and Sam, a Sales Manager.

- 1 a clients / visits / who / the / ?

b does / who / visit / Sam / ?

- 2 a what / design / Kate / does / ?

b new / who / products / designs / ?

4 Choose the correct answers for the questions in Exercise 3.

- 1 a Clients. / Sam.
b Clients. / Sam.
- 2 a Kate. / New products.
b Kate. / New products.