



## CLB 5 Asking for Help (Listening)

**Instructions:**

1. Listen to a recording of a manager in a meeting.
2. Take notes while you listen.
3. Answer the questions.
4. Follow the instructions with your partner.

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1. Why is your manager talking to you?
  - a. to give advice
  - b. to give instructions
  - c. to give an update
  - d. to give a speech
2. When can you ask questions?
  - a. after your manager is finished with the instructions
  - b. anytime
  - c. never
  - d. after the meeting
3. Is the manager speaking formally or informally? **Formally / Informally**

How do you know? \_\_\_\_\_

4. What is the first thing the manager wants you to do when after she's done talking?  
\_\_\_\_\_

5. Fill in the blanks and write the order of the instructions:

- a. \_\_\_\_\_ don't know, find ... # \_\_\_\_\_
- b. \_\_\_\_\_, ask one of your co-workers ... # \_\_\_\_\_
- c. \_\_\_\_\_ doesn't work, please send ... # \_\_\_\_\_
- d. The \_\_\_\_\_ thing I need you to do is ... # \_\_\_\_\_

6. Who should you talk to if your co-worker doesn't know (step 2)?

- a. Another co-worker
- b. A manager
- c. A supervisor
- d. A customer

7. Why should you talk to Tara in admin (step 3)?

- a. She is knows a lot
- b. She is your manager
- c. She likes answering questions
- d. She likes helping

8. Where should you go to ask the manager (step 4)?

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9. Go back to question 4. Write down what you will say to your co-worker when you complete this step.

10. Do you think this is a good way to start the morning for this kind of job?

**YES / NO** Explain your answer.

**If you finish early, click the blue boxes below:**