

Who's who in the office

Listen to two people talking about the people in their office to practise and improve your listening skills.

Before listening

Do the preparation task first. Then listen to the audio and do the exercises.

Preparation task

Match the definitions (a–f) with the vocabulary (1–6).

Vocabulary

1. to deal with
2. a printer
3. a colleague
4. IT systems
5. a department
6. management

Definition

- a. a person you work with
- b. a part of a company or organisation
- c. controlling and organising something
- d. a machine for printing documents, photos, etc.
- e. information technology systems
- f. to do something about (a particular problem or situation)

Tasks

Task 1

Are the sentences true or false?

	Answer	
1. Jani is new in the department.	True	False
2. Luciana has short, dark, hair.	True	False
3. The guy on the phone is called Ian.	True	False
4. Maria is responsible for the new orders.	True	False
5. Yuki should write everything down.	True	False
6. Sebastian works in communications.	True	False

Task 2

Match the endings (a–f) with the beginnings (1–6) of the sentences.

Beginning

1. The first people they see
2. The woman in the purple dress
3. The man in the green shirt
4. Maria
5. Yuki
6. Sebastian

Ending

- a. is the marketing director.
- b. can get Yuki email access.
- c. will introduce herself to Sebastian later.
- d. is responsible for information technology systems.
- e. do order management.
- f. will be working with Yuki.

Discussion

Can you describe your colleagues? What do they look like and what do they do?

Transcript

Jani: Welcome to the department, Yuki. Let me show you around and tell you about your new colleagues. I'll introduce you to them all later.

Yuki: Great. Thanks. So, who are those people over there?

Jani: That's the order management team. Luciana deals with the new orders. She's the one with short, dark hair.

Yuki: In the purple dress?

Jani: Yeah, that's right. You'll probably work closely with her while you are learning about our ordering process.

Yuki: Got it, thanks. And who's that over there? The guy who's on the phone?

Jani: Oh, you mean the one by the window? In the green shirt? Ah, that's Ian. He's the marketing director. And that's Maria beside him. She's responsible for the internal IT systems.

Yuki: OK, I'll try to remember all of this. I should probably be taking notes!

Jani: Don't worry about it. For now it's just good to put some faces to names.

Yuki: OK, great – and who do I talk to about setting up my mobile phone with email access? Is that also Maria?

Jani: No, you need to talk to Sebastian who works in communications. He can help you. That's him over there, next to the printer.

Yuki: Thanks. I'll introduce myself to him later.

Answers

Preparation task

1. f
2. d
3. a
4. e
5. b
6. c

Task 1

1. False
2. True
3. True
4. False
5. False
6. True

Task 2

1. e
2. f
3. a
4. d
5. c
6. b