

12.5 Video

Personal assistant

1 Match the verbs to the nouns.

book make set up sign

a hotel reservation a meeting a document a flight

2 Look at the photos. What tasks do you think Liz Conibere, a personal assistant (PA) to the director of a school of management, does in her job? Name as many as you can.

3 ▶ Watch the video and answer the questions.

- a What are Liz Conibere's two jobs?
- b What does she like about her job? Name one thing.
- c What does she not like about her job? Name one thing.

4 ▶ Watch again. Decide if the sentences are true (T), false (F), or if Liz doesn't say (DS).

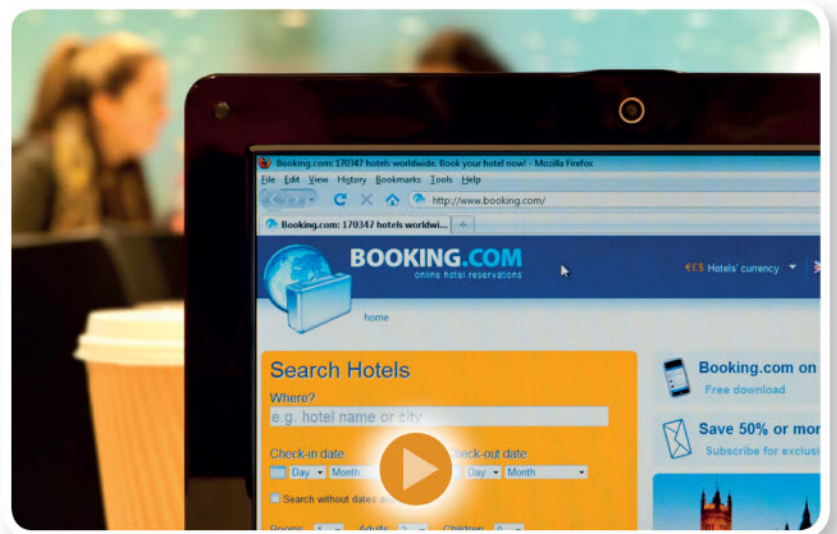
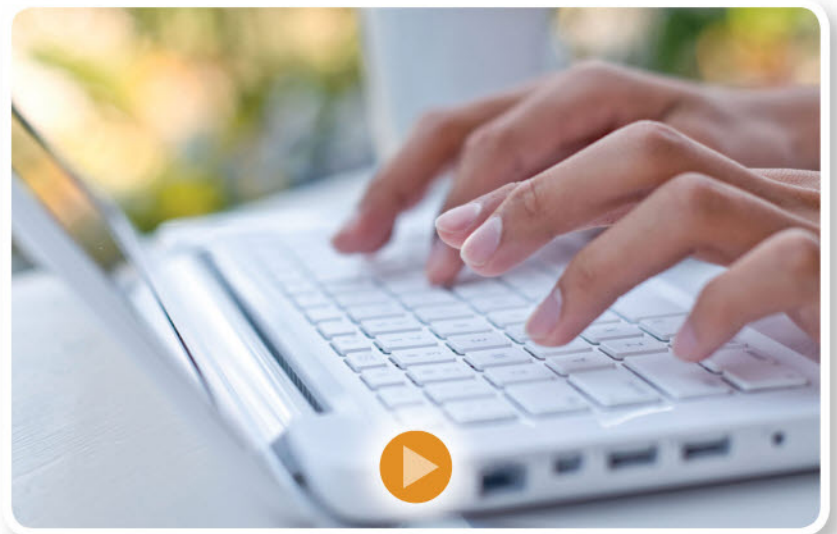
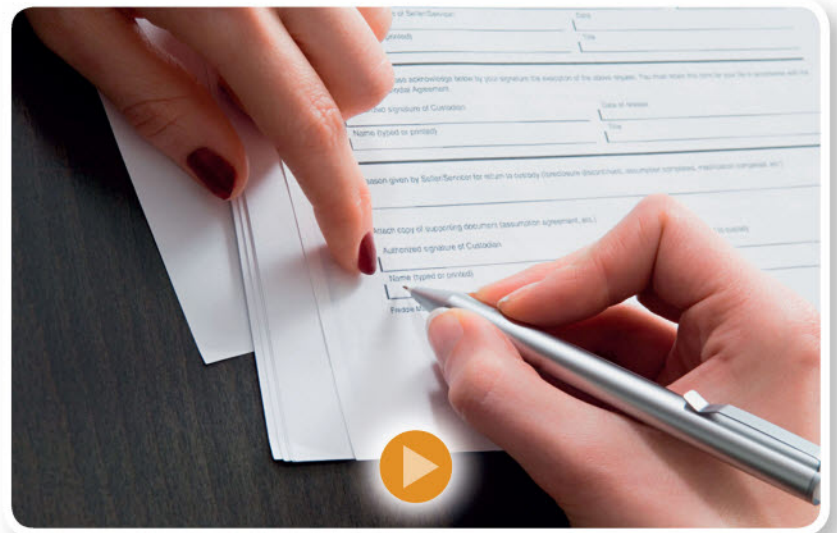
- a She organizes different parts of her boss's travel.
- b Her boss travels every week.
- c She has no contact with students at the university.
- d She usually checks emails first thing in the morning.
- e She meets her boss every morning to discuss the day.
- f Her colleagues are very friendly and helpful.
- g She sometimes has to get many people to sign a document.

5a **TASK** Work with a partner, A and B. Read the situation.

A You are the director of international study at a university. You must plan the end-of-year event for the international students. There are a total of 400 international students. You have a budget for a one-day event, including food and entertainment.

B You are A's PA. It is Monday and you are having a meeting.

- b Discuss your ideas. What do you need to do? How can your PA help?
- c Share your ideas with the class. Who has the best idea for an end-of-year event?



Review

1a Complete the sentences with the correct form of the verbs in brackets and your own ideas.

- 1 I _____ (live) in my current home since ...
- 2 I _____ (not have) a cold since ...
- 3 I _____ (not eat) in a restaurant for ...
- 4 I _____ (be) ... since ...
- 5 I _____ (know) ... for ...
- 6 I _____ (have) ... since ...

b Work with a partner and compare your sentences. Ask extra questions to find out more.

2a Work in a group and discuss the questions.

- 1 How often do you give presentations for your work or studies?
- 2 When was the last time you gave one? How did it go?
- 3 What can go wrong when you're giving a presentation?

b Complete the advice about giving presentations by adding *to* in eight places.



The secret to giving a great presentation

It's easy give a good presentation if you follow a few key tips.

Prepare: It's important find out as much as you can about your audience before you meet them. Make some notes on cards help you remember your words.

Keep the audience's attention: Use interesting images get the audience's attention. Ask questions get people talking. Include data in your presentation, but try not give too much information. Ask yourself, 'Do people really need know about this?'

Stay calm: Remember breathe slowly and take your time. And don't forget that the classic advice to avoid feeling nervous is to imagine the audience in their underwear!

c In your group, discuss which you think is the best tip. Can you add any more tips?

3a Match the six jobs to the six professions in the box below.

health care PA judge administration law builder
 medical research scientist software developer IT
 construction nurse

b Work with a partner. Discuss which of the professions you think is **a)** the most interesting, and **b)** the most difficult to get into.

4 **12.9**))) Listen and answer the nine questions. Write *Yes* or *No*.

5 Choose the correct words to complete these sentences.

- 1 It's expensive to *advise* / *entertain* clients.
- 2 I have to write *a report* / *an inquiry* about the conference I attended.
- 3 We need to *employ* / *train* staff in how to use the new software.
- 4 All staff have to *give* / *attend* the meeting.
- 5 Have you ever *managed* / *run* a team?

6a Complete the answers to the interview questions with the words in the box. Then match the answers to questions a-e.

into at to as in

- 1 I've got a university degree _____ law.
 - 2 I've worked _____ an administrator for six years.
 - 3 I'm good _____ working in a team.
 - 4 I find it hard _____ manage my time.
 - 5 I'd really like to get _____ making children's TV programmes.
- a What is one of your greatest strengths?
 - b Do you have any weaknesses?
 - c How much experience do you have?
 - d What would you like to do in the future?
 - e What qualifications do you have?

b Work with a partner. Take turns to ask the questions and give your own answers.