



INTERVIEW WITH A MANAGER

You are going to listen to an interview with a company managing director. Complete the exercises below. Try not to read the text until you have completed the exercises. Remember, you can listen as many times as you need to, so don't worry if it seems difficult to understand when you listen for the first time.

I. BEFORE YOU LISTEN.

Choose the correct definition in B for the phrases in A. Use a dictionary to check your answers.

A	B
typical morning	normal morning / strange morning
deal with customers	do business with customers / look for customers
management team	group of sports players / group of business directors
current projects	projects happening now / old projects
suppliers	companies that buy products / companies that provide products
twice a month	every month / two times every month
board meeting	an uninteresting meeting / a meeting for company directors



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2. LISTEN TO THE INTERVIEW.

Decide if the statements below are true (T) or false (F).

	T	F
a) Gary Hughes is the managing director of an electronics company.	—	—
b) Southern Technology only has British customers.	—	—
c) There is a board meeting every month.	—	—
d) Gary Hughes has four children.	—	—
e) Gary Hughes enjoys walking, cycling and playing tennis.	—	—

3. LISTEN AGAIN.

Here is a list of the things Gary Hughes does on typical working day. Put these activities in chronological order according to the interview.

- | | |
|--|--|
| a) have lunch | g) arrive home |
| b) arrive at the office | h) make a tour of the factory |
| c) leave home | i) prepare for the day |
| d) have a meeting with the management team | j) make phone calls and do the paperwork |
| e) visit suppliers and customers | k) leave the office |
| f) check emails | l) have breakfast |



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- | | | |
|-------------------|----------|----------|
| 1. <u>c</u> | 2. | 3. |
| 4. | 5. | 6. |
| 7. | 8. | 9. |
| 10. | 11. | 12. |

4. LISTEN AGAIN.

Complete the sentences below with the correct time.

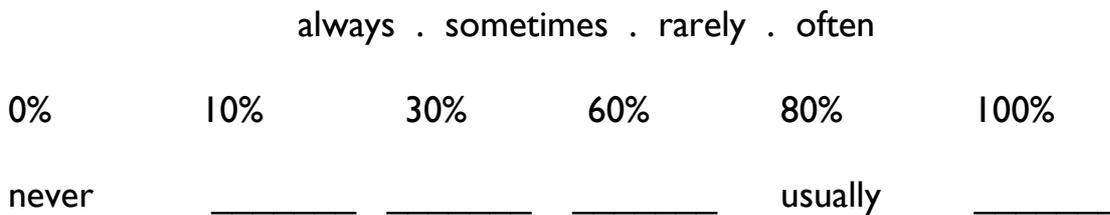
- a) Gary Hughes leaves home at around 7am.
- b) He arrives at work at ____.
- c) The rest of the management team arrives at around ____.
- d) Between ____ and ____ Gary makes phone calls, does the paperwork and replies to emails.
- e) He visits clients and suppliers in London between ____ and ____.
- f) He doesn't leave the office before ____ and arrives home at about ____.



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5. COMPLETE THE CHART.

Frequency adverbs tell us how often we do something. Put these frequency adverbs in the chart below.



Now put the words in the correct order to make true sentences for Gary Hughes.

a) He / home / leaves / at 7am. / usually

b) He / has / a lot of / always / emails.

c) He / has / lunch / sometimes / customers / with / and suppliers.

d) He / rarely / the office / before 6.30pm. / leaves

e) He / about work / thinks / at the weekend. / never

f) He / takes / often / away from / his family / at weekends. / the city



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6. LISTEN AND READ.

Listen again to the conversation and read the text to check your answers to the questions above.

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- A:** Gary Hughes is the managing director of Southern Technology, an electronics company based in London. Gary, tell us about your day. What time do you leave home in the morning?
- B:** I usually leave home very early, at around 7am. There isn't much traffic at this time of the morning so I often arrive at the office before 7.30am. Then I have some breakfast at my desk and I start to prepare for the busy day ahead.
- A:** Can you describe a typical morning?
- B:** Yes, of course. The first thing I do is check my e-mails. We deal with customers and suppliers in countries all over the world so there are always a lot of e-mails to read in the morning. The rest of the management team usually arrives at around 8.30am and we often have a meeting to discuss our plans for the day. At 9am I always make a tour of the factory. I speak to the staff and we discuss progress on our current projects. Between 10am and midday I make phone calls, do the paperwork and reply to any new e-mails.
- A:** Where do you have lunch?
- B:** It depends. I sometimes have lunch in a restaurant with customers or suppliers. Otherwise, I have lunch here at the factory canteen with my colleagues.
- A:** What do you do in the afternoon?
- A:** I'm rarely in my office between 2pm and 4pm. This is the time I visit our clients and suppliers based in London. However, twice a month we have a board meeting which usually lasts all afternoon. These meetings are very important because this is when we make decisions and plan the future strategy of the business.



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A: What time do you go home?

B: I rarely leave the office before 6.30pm and, because there is more traffic in the evening, I usually arrive home at about 7.30pm.

A: How do you relax in the evening?

B: I have three young children, so I always spend time with them before they go to bed. After dinner I usually watch television or listen to music.

A: What do you do at the weekend?

B: I'm very lucky. I never think about work at the weekend. I often take my family away from the city. We enjoy walking or cycling in the countryside. In the summer we often go camping. I also try to do some sport at the weekend. My wife and I usually play tennis on Sunday evenings. I go to bed at around 11pm on Sunday, completely relaxed and ready for the week ahead.

A: Gary, thank you very much.