

# 5 People in the Office 1

## Nesler Inc.

### A Leader in Information Technology!

Do you have experience as a **clerk** or **salesperson**? Nesler is looking for outstanding **employees**!

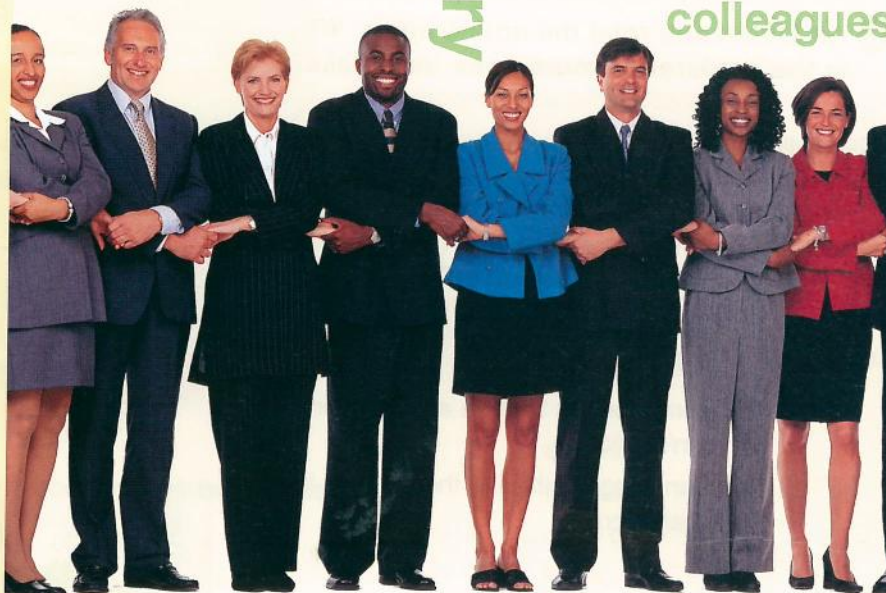
We are hiring for several different positions. All positions are based at our downtown office:

- **supervisor**
- **salesperson**
- **office clerk**
- **secretary**

Above positions are full-time. We are also looking for part-time **freelancers**. Work in a fast-paced environment with great **co-workers**! Collaborate with your **colleagues** to create innovative products. Nesler Inc. offers great employee benefits for all full-time employees.

Want a head start on a great career? Do you dream of being an **executive**? Become an **intern** with Nesler! Drop off applications at our career fair booth.

executive  
supervisor  
clerk  
co-worker  
salesperson  
secretary  
free  
lancer  
colleagues



## Get ready!

1 Before you read the passage, talk about these questions.

- 1 What are the most common office positions?
- 2 Why is it beneficial to get experience as an intern?

## Reading

2 Read the job fair advertisement. Then, mark the statements true (T) or false (F).

- 1 \_\_\_ The company is currently hiring supervisors.
- 2 \_\_\_ All of the downtown office positions come with benefits.
- 3 \_\_\_ Interns should bring their applications to the downtown office.

## Vocabulary

3 Match the words (1-7) with the definitions (A-G).

- |                 |                   |
|-----------------|-------------------|
| 1 ___ clerk     | 5 ___ employee    |
| 2 ___ intern    | 6 ___ freelancer  |
| 3 ___ co-worker | 7 ___ salesperson |
| 4 ___ executive |                   |

- A a person with a higher management position  
 B a person who works with other people  
 C a person who works for hire without a permanent position  
 D someone who works for a company  
 E a student getting on-the-job training  
 F a full-time employee who does basic office tasks  
 G someone who sells things on a company's behalf



**4 Write a word that is similar in meaning to the underlined part.**

- I left a message with Mr. Mason's assistant who does his administrative duties.  
\_ \_ c \_ e t \_ \_ y
- Shelley's direct manager who oversees her work asked her to do a new project.  
s \_ \_ \_ r \_ i \_ \_ r
- Advice from a fellow worker in your field can be very valuable.  
\_ o \_ \_ e a \_ u \_

**5 Listen and read the advertisement again. What does this company offer to their potential employees?**

## Listening

**6 Listen to a conversation between a student and a recruiter. Mark the following statements as true (T) or false (F).**

- \_\_\_ The man is looking for an entry level position.
- \_\_\_ The woman is studying business at the university.
- \_\_\_ The internship position has low wages.

**7 Listen again and complete the conversation.**

**Student:** Hi, do you have any 1 \_\_\_\_\_ positions open?

**Recruiter:** Hi there. Well, we have a few 2 \_\_\_\_\_ open. Do you have any prior experience?

**Student:** No, I don't.

**Recruiter:** Okay, let's see. Are you a 3 \_\_\_\_\_?

**Student:** Yeah, 4 \_\_\_\_\_ at the university.

**Recruiter:** Okay, great. In that case, you could become an intern. Of course, the pay is 5 \_\_\_\_\_.

**Student:** That's okay. I need the 6 \_\_\_\_\_.

**Recruiter:** All right then, I'll get you an application.

## Speaking

**8 With a partner, act out the roles below based on Task 7. Then, switch roles.**

**USE LANGUAGE SUCH AS:**

*Do you have any ...*

*In that case ...*

*Of course ...*

**Student A:** You are a job seeker. Talk to Student B about:

- what jobs are available
- what qualifications you have
- what positions you are eligible for

**Student B:** You are a recruiter at a job fair. Talk to Student A about available positions with your company.

## Writing

**9 Use the conversation from Task 8 to complete the job application.**



## Pahl Advertising

### Application for Employment

Position desired: \_\_\_\_\_

Please describe relevant experience:

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## 6

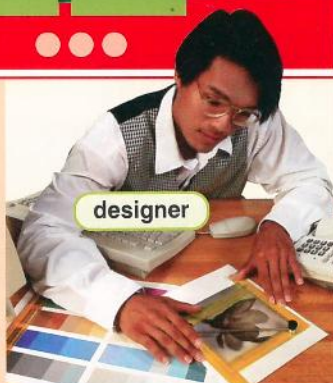
## People in the Office 2

S&amp;B Sanders &amp; Brookover

HOME

ABOUT

SEARCH



designer



receptionist



IT specialist



consultant



accountant



janitor

Thank you for your interest in Sanders & Brookover. Select a job title to search and apply for available positions. An **HR representative** will contact you soon.

**Accountant:**

- is responsible for company's financial records
- may also function as a financial **consultant**
- requires a bachelor's degree in accounting or finance

**Administrative Assistant:**

- provides administrative services (answering phones, contacting clients, etc.) to the executives
- coordinates between **owners** and **managers**

**Web Designer:**

- designs and updates company's website
- requires prior experience or a relevant degree

**IT Specialist:**

- provides technical support
- maintains the local network

**Janitor:**

- maintains office cleanliness

**Receptionist:**

- greets office visitors
- answers incoming phone calls

HR representative

**Get ready!**

- 1 Before you read the passage, talk about these questions.

- Which staff provide financial advice to companies?
- Which staff provide computing expertise?

**Reading**

- 2 Read a company's staffing website. Then, complete the table.

Position	Duties
Accountant	1 _____
2 _____	Taking care of the network and giving technical support.
3 _____	Answering phone calls, speaking with clients, and arranging meetings between owners and managers.

**Vocabulary**

- 3 Match the words or phrases (1-7) with the definitions (A-G).

- |              |                              |
|--------------|------------------------------|
| 1 — owner    | 5 — consultant               |
| 2 — designer | 6 — HR representative        |
| 3 — manager  | 7 — administrative assistant |
| 4 — janitor  |                              |

- A an employee who does office duties for the management  
 B an employee who works in human resources  
 C the person who owns a business  
 D an employee who oversees a part of the business  
 E an employee who devises plans for projects  
 F a person who provides professional advice  
 G an employee who keeps the office clean



**4 Read the sentences and choose the correct words or phrases.**

- 1 The office's **consultant/receptionist** was greeting visitors at the front desk.
- 2 There was an error in our financial records, so we spoke to our **accountant/designer**.
- 3 Charlene called the **owner/IT specialist** to help her with her computer.

**5 Listen and read the website again. What qualifications does this company want their accountants to have?**

## Listening

**6 Listen to a conversation between a visitor and a receptionist. Mark the following statements as true (T) or false (F).**

- 1 ☐ The office has two different people named Mr. Nelson.
- 2 ☐ The man has an appointment with Mr. Nelson in HR.
- 3 ☐ The woman will call Mr. Nelson's assistant.

**7 Listen again and complete the conversation.**

**Visitor:** 1 \_\_\_\_\_, where would I find Mr. Nelson?

**Receptionist:** Well sir, we have two Nelsons here. Do you mean Mr. Nelson in HR, or our 2 \_\_\_\_\_?

**Visitor:** Mr. Nelson in HR. 3 \_\_\_\_\_ find him?

**Receptionist:** He should be in his office this afternoon. Is he 4 \_\_\_\_\_?

**Visitor:** Yes, I have an 5 \_\_\_\_\_.

**Receptionist:** All right, in that case I'll call his 6 \_\_\_\_\_. She can walk you to his office.

**Visitor:** That would be great. Thank you.

**Receptionist:** Of course, sir.

## Speaking

**8 With a partner, act out the roles below based on Task 7. Then, switch roles.**

**USE LANGUAGE SUCH AS:**

*Where would I find ...*

*Do you mean ...*

*I'll call ...*

**Student A:** You are a receptionist. Talk to Student B about:

- the person he or she is looking for
- whether he or she has an appointment
- who will escort him or her through the office

**Student B:** You are a visitor to an office. Talk to Student A about the person you are looking for.

## Writing

**9 Use the conversation in Task 8 to complete the office sign-in sheet.**



Sanders & Brookover

## Office Sign-In Sheet

Name: \_\_\_\_\_

Do you have an appointment? Y / N

Which department are you visiting?

\_\_\_\_\_

Please explain the nature of your visit.

\_\_\_\_\_

\_\_\_\_\_