



Speak English with CONFIDENCE

Talk about your job - Transcript

The answers to the 'fill in the blanks' activity are underlined

I'm an office assistant in the sales department of a large technology company. First thing in the morning, I read my email and reply to some messages. My manager often asks me to make some photocopies or do some filing. We usually have a small meeting at 10am where we discuss our projects and talk about any problems we have.

After that, I usually work with one of my colleagues on a project. At the moment we are working on an ad campaign for one of our products. I have to collect all the data about this campaign so that I can write a report about it for the sales director. She needs it by the end of the week, so I'm very busy.

In the afternoon I usually write some emails and sometimes I attend meetings with customers. On Thursday afternoons, we always have a training workshop; it's usually really boring.

I work from 8.30 to 5pm every day, with an hour for lunch at noon. It's not a very exciting job and the pay isn't very good, but it's a nice place to work because all of my colleagues are very friendly and my manager is very supportive too.