## Listening A ◄ () [Track 16]

Emily: Hi, Greg. Do you have a minute? I need to talk

to you about something.

Greg: Sure, Emily. How can I help?

Emily: Well, Ms. Johnson dropped by my desk this

morning. She has a problem with the job interviews on Wednesday next week.

**Greg:** Yes, she's already told me about her conference call at 10:00 and her meeting

at 4:00. After we talked, I made the first interview at 10:45, so she can see all four

people before her meeting.

**Emily:** Yes, that was the plan yesterday, but she can't do that now. She had to make an appointment

with her doctor at noon on Wednesday, so she won't have time for the interviews then. You'll have

to change the -

Greg: But I've already organized things! I've sent

emails to all four people, and three of them have already written back. Only one of them

hasn't answered yet.

**Emily:** I understand, but you'll just have to send them another email or . . . no, don't email them. It's

better to call them. Yes, that's what you should

do, call them.

Greg: OK, I will. So, if she can't do the interviews

on Wednesday, when can she do them?

**Emily:** Well, she'd like to do them on Thursday afternoon

from 1:00 to 5:00 p.m. This way she can look at résumés and prepare her questions in the morning.

Greg: OK. I'll call all four people today.

Emily: Thanks, Greg.

## Listening B ◀) [Track 17]

Nate: Well, I think I'm an excellent person for the job because you can always count on me. I always get very good reviews at work. I always check everything two or three times because I don't like to make mistakes. I get to work on time, too, and if I'm going to be late, I call – but I'm not late very often. Actually, I've only been late three times in four years. I know I can do a good job here, and I think I would work well with the team.

Liza: I would really like to work here. I think my best personality trait is that I don't get upset if plans change. If you need me to come to work early or work late, that's OK with me. I don't mind when things change. It keeps things interesting. Also, I'm friendly and relaxed, so I've always gotten along well with my co-workers. I think getting along with people in the workplace is important. It helps everybody do their best work.

Ben: I think this would be a great job for me. I know I'm young, but I'm sure that I can do the job very well because I'm hardworking and I want to succeed. I've already had a few job offers, but I've turned them down because I really want to work for this company. I don't mind starting with a low-paying job and working my way up . . . you know . . . maybe getting promoted and becoming a sales manager someday.

Kristy: I think I'd be a good person for this job. I really enjoy learning new things, and I think I would learn a lot here. I also like working in groups because I learn so much from everyone. I ask a lot of questions, so I learn quickly – and I always enjoy what I do. I like doing challenging work. I think it makes life more interesting.