

d Look at the transcript for 1c on page 115 and check your answers.

e **12 PRONUNCIATION** Listen and repeat. **Underline the stress in these words.**

- 1 reliable
- 2 confident
- 3 experienced
- 4 analytical
- 5 adaptable
- 6 creative

f **Vocabulary practice** ...> Page 96, Exercise 3.

**2 a** **13 PAF** also needs to find a new creative department manager. Judith Lehman and Rowan Evans are talking about Marco Stone, a possible candidate. Listen and answer the questions.

- 1 Where does Marco work?
- 2 What are his main strengths?
- 3 What's the problem with making him the manager?
- 4 Do you think Judith and Rowan agree about Marco?

b Fill in the gaps in these sentences from the conversation.

make making manage managing  
sell selling work working

- 1 We want someone to manage the department.
- 2 We need a manager to ..... the new strategy work.
- 3 But ..... Marco the department manager's also a risk.
- 4 OK, he enjoys ..... for the company ...
- 5 ... but that doesn't mean he's good at ..... a team.
- 6 The manager has to ..... the new strategy to the team.
- 7 We know Marco's a good salesman. He likes ..... ideas.
- 8 They work *with* him at the moment. What happens if they have to ..... for him?

c **13** Listen again and check your answers.

*Gerund*

He's **good at** solving problems.  
I'm **not very good at** making presentations.  
They **like/enjoy** working here.  
*(gerund after verbs of like/dislike)*  
Managing a big department isn't easy.

...> Grammar reference 1

d **Grammar practice** ...> Page 96, Exercise 4.

e What skills and characteristics do people need for these jobs? Give your opinion.

They need to be / be good at ...  
They need to like/enjoy ...

- engineers • salespeople
- fashion designers • politicians
- chief executives

**3** **Communication practice 5** ...> Page 79. Work with a partner.

**4** Talk about the skills and characteristics you need in your job or a job you would like to have.

USEFUL LANGUAGE

He's very experienced – 12 years in marketing.  
Everyone likes working with him. He's a good team player.  
We need a strong leader to manage the team.  
He often works until late. He's very hard-working.  
She isn't normally late. She's usually very reliable.  
To make good presentations you need to be a confident communicator.  
We're looking for creative people for the design department.  
He's not good at solving problems because he isn't very analytical.