A New Face at the Office (A2 · English A2)

Tekst / Transcript

Anna: Good morning, Tom. You look happy today.

Tom: I am. I started my new job on Monday. It is a small company in the city centre.

Anna: That is great news. What do you do there?

Tom: I work as an employee in the sales team. There are twelve people in my office.

Anna: Do you like the people?

Tom: Yes, very much. My colleague Sara sits next to me and she helps me all day. She is very kind and she never gets angry when I ask questions.

Anna: And what about your boss? Is he friendly too?

Tom: He is okay. His name is Mr Klein and he is our team manager. He checks our work every Friday afternoon.

Anna: That sounds normal. My office is the same.

Tom: The company is not big, but the owner is a real businessman. He has three shops in other cities too.

Anna: Wow. Does he come to the office?

Tom: Only on Tuesdays. He is a good employer, because he listens to us and he pays on time.

Anna: That is important. Some companies pay very late.

Tom: I know. My last job was terrible for that reason.

Anna: Is the money good now?

Tom: Yes, my salary is higher than before. I can save some money every month now.

Anna: Perfect. And who answers the phone there?

Tom: We have a secretary at the front desk. Her name is Mia and she also writes our letters.

Anna: You remember everybody's name already.

Tom: Well, it is a small place. Oh, and I have my own assistant now.

Anna: Really? What does she do for you?

Tom: She makes my calls and books my train tickets. I feel very important!

Anna: You are very lucky, Tom.

Tom: I know. Actually, there is a free position in the marketing team.

Anna: Interesting. Can you send me the details tonight?

Tom: Of course. I will write you an email after work.

Woordenlijst

Word	Meaning
employee	
employer	
boss	
manager	
colleague	
salary	
businessman	
secretary	
assistant	
position	
opportunity	
progress	
task	
training	
expert	
experience	
apply	
employ	
organize	
fire	

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