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**ANSWER KEY**

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**Unit 9****A**

Suggested answers:

Nelson is the main security guard. He's very strict and won't let you in without an ID card.

The marketing manager deals with marketing: ads, IT campaigns, social networking and so on. She's very good with technology.

Jordana is the secretary. She knows everything about everyone. It's almost like she's the boss!

In the little kitchen, there's a kettle for making tea and coffee, a fridge and a temperamental microwave.

It's an open-plan office – 11 or 12 people work there and they all get on OK. It's *not* really distracting as you just get used to it after a while.

**D**

- 1 as long as
- 2 his bark is worse
- 3 So has theft been
- 4 Better to be safe than
- 5 comes up with ideas
- 6 count my blessings
- 7 go through these double doors
- 8 a really nice bunch
- 9 pretty decent working relationship
- 10 Doesn't it get a bit distracting

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**VIDEO SCRIPT**


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- Mai So this is where I work. I'll just talk you through this plan.
- Danilo OK!
- Mai So, this is the main reception area, and this is where Nelson, the main security guard sits. He's OK as long as you ALWAYS have your ID card with you at all times. No ID, no questions, no arguing!
- Danilo He sounds a bit scary.
- Mai Oh, his bark is worse than his bite, really. Anyway, then you walk through this security gate here. Security's pretty tight across the building. They have to know who's coming in so that they can reduce the amount of stuff that ends up walking out, if you know what I mean!
- Danilo Wow! So has theft been a problem, then?
- Mai Well, maybe in the past, but it's not really an issue now, though.
- Danilo Better to be safe than sorry, though, I guess.
- Mai Exactly. Now if you go through this door here and down the corridor, first you come to the marketing manager's office, which is in there. She deals with all the marketing and comes up with ideas for new marketing campaigns, ads, IT campaigns, so plenty of social networking and that kind of thing. And she's really good with technology.
- Danilo Right.
- Mai And just around the corner here is Jordana, the secretary. Oh, actually, first, on the right here is a little kind of kitchen with a kettle to make tea or coffee and a fridge and microwave and everything. The microwave can be a bit temperamental sometimes.
- Danilo You're lucky – we don't have a kitchen in our office. We have to get our coffee from a machine and then go to a café round the corner if we want to get a sandwich or whatever at lunchtime.
- Mai Really? I guess I should count my blessings, then! Anyway, as I was saying, this is where Jordana works. She may only be the secretary, but really she's like the boss of the company. She knows everything about everyone. She knows every piece of gossip, every office secret. If there are any bodies buried anywhere, she'll know where they are.
- Danilo Hmm. I think every office has a Jordana!
- Mai Then, if you go through these double doors here, you come to the big open-plan office bit, and this is where I'm based.
- Danilo How many people usually work in this bit, then?
- Mai I think there are 11 or 12. It's quite a big space.
- Danilo And what're they like? Do you all get on OK?
- Mai Yeah, they're basically a really nice bunch. I mean, I wouldn't say we're best friends or anything, even though I do sometimes socialise a bit with some of them, but we all seem to maintain a pretty decent working relationship, which is what counts in the end, isn't it?
- Danilo I guess so, yeah. And how do you find it, working in a big open-plan space? Doesn't it get a bit distracting, what with all the noise and the coming and goings and stuff?
- Mai To be honest, I hardly notice it anymore. I've been there quite a while, so I'm totally used to it.
- Danilo You're institutionalised!
- Mai I guess you could put it like that, yeah.