

# IELTS Listening Lesson 19

Setting:

*A supervisor and an intern are having a debriefing session at the end of the internship period.*

Questions 1–6: Complete the sentences below.

Write NO MORE THAN THREE WORDS for each answer.

1. The supervisor praised the intern for adapting quickly to the company's \_\_\_\_\_.
  2. One of the intern's biggest contributions was during the \_\_\_\_\_ project.
  3. The intern admits struggling with estimating \_\_\_\_\_ for tasks.
  4. The supervisor suggests using \_\_\_\_\_ to help with managing time.
  5. Asking \_\_\_\_\_ helped the intern avoid making errors.
  6. The intern received positive feedback about their \_\_\_\_\_ from team members.
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Questions 7–10: Choose the correct letter, A, B, or C.

7. Why was the supervisor pleased with the intern's final presentation?
  - A. It included detailed budget estimates
  - B. It was organized and professionally delivered
  - C. It received high client engagement
8. What advice does the supervisor give regarding the intern's writing?
  - A. Avoid using technical terms

B. Focus on creative storytelling

C. Improve clarity and tone

9. To strengthen a CV, the supervisor recommends:

A. Listing only job titles

B. Including measurable achievements

C. Using colorful designs

10. What is the supervisor's final message about career paths?

A. They should be planned early

B. They often follow a strict order

C. It's okay to explore different options

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## Script

Supervisor: So, let's go ahead and begin our debrief. First of all, I want to thank you for all your hard work these past eight weeks. You've really contributed to the team.

Intern: Thank you! I've really appreciated the opportunity. I've learned a lot, and it's been a great experience overall.

Supervisor: That's great to hear. Let's start with a general overview. From my perspective, one of your strongest areas was how quickly you adapted to our internal systems and workflows. Not every intern gets the hang of our content management tools as quickly as you did.

Intern: I tried to study the tutorials early on, especially after that first week when I felt a bit overwhelmed. That helped me get more confident.

Supervisor: It definitely showed. You also took initiative when it came to offering ideas in meetings, especially during the campaign brainstorm for the sustainability project. That kind of participation is exactly what we hope for in interns.

Intern: I wasn't sure at first if it was okay to speak up, but once I saw that my ideas were being considered, I felt more comfortable sharing.

Supervisor: And that's an important takeaway—not just here but in any work environment. Don't underestimate the value of a fresh perspective.

Intern: Thanks. I'll keep that in mind.

Supervisor: Now, in terms of areas for improvement—this isn't criticism, just guidance. One thing that came up a few times was time estimation. A couple of your tasks took longer than expected, particularly the newsletter drafts and the market analysis report.

Intern: Yeah, I noticed that too. I think I underestimated how long editing would take me. I got better with practice, but I still struggled a bit with pacing.

Supervisor: That's common. Accuracy is crucial, but learning how to manage your time effectively—especially under deadlines—is something that comes with experience. We usually recommend using time-blocking strategies or even tracking your time for a week to see where adjustments can be made.

Intern: That's a good idea. I might try time-blocking during my next internship or semester.

Supervisor: Another suggestion: when you're unsure about a task's requirements or timeline, don't hesitate to clarify. I noticed that once you started asking more targeted questions, your output improved noticeably.

Intern: I used to feel like asking questions would make me seem unprepared, but I realized it actually helped me avoid mistakes.

Supervisor: Exactly. Employers value communication, and part of that is knowing when to ask for clarification. That's far better than guessing and having to redo things.

Intern: Definitely. I feel more confident now about speaking up when I need to.

Supervisor: I also want to mention your final presentation—it was well-organized and clearly articulated. You synthesized a lot of information effectively, and the visual aids were clean and professional.

Intern: I was really nervous about it, to be honest. I don't have much public speaking experience.

Supervisor: Well, it didn't show. And remember, being nervous doesn't mean you're doing badly—it often means you care. Practicing more will build that confidence further.

Intern: Thanks, I appreciate that.

Supervisor: One last point on soft skills—you worked really well with your team, and I got feedback from a few staff members who appreciated your reliability. That's not always the case with interns, so kudos to you.

Intern: That's great to hear. I really enjoyed collaborating with the others. I was a bit intimidated at first, but everyone was welcoming.

Supervisor: That's also a skill—adapting to team dynamics. You handled it well.

Intern: Thank you. Do you think there's anything else I should focus on before I enter the job market?

Supervisor: Yes, two things come to mind. First, continue developing your technical writing. Your grammar and style are strong, but polishing for clarity and tone will make your reports stand out more.

Intern: Any recommendations for that?

Supervisor: I'd suggest reading high-quality industry blogs and practicing with editing tools like Grammarly or Hemingway. Also, peer reviews help a lot—get someone to read your writing and give you honest feedback.

Intern: I'll do that. What's the second thing?

Supervisor: Start tailoring your CV and cover letters now. You've already had hands-on experience here that you can highlight. Focus on quantifiable contributions—like saying "created four marketing briefs used in client pitches" instead of just "assisted with marketing."

Intern: That makes sense. I'll try to be more specific with what I did and what results came from it.

Supervisor: Exactly. And if you need a reference or want someone to review your materials, feel free to reach out. We're happy to support former interns in their career journeys.

Intern: That's amazing—thank you so much!

Supervisor: You've earned it. We've genuinely enjoyed having you here. I hope the experience has helped shape your ideas about what kind of work you want to do.

Intern: It has! I'm even more interested in communications now, especially anything involving social impact. Working on that sustainability campaign made me realize how much I value meaningful content.

Supervisor: That's excellent. Pursue that direction—it suits you. And don't forget, career paths aren't always linear. It's okay to explore a bit and figure things out as you go.

Intern: That's reassuring. I used to feel like I had to have everything planned out right away.

Supervisor: Most people don't. Focus on learning and improving—that's what really matters at this stage.

Intern: Will do. Again, thank you for everything!

Supervisor: My pleasure. Best of luck in your next steps, and don't be a stranger. Keep us updated!

Intern: I will. Take care!

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## Answer Key

- 1 internal systems
- 2 sustainability
- 3 time
- 4 time-blocking strategies
- 5 questions
- 6 reliability
- 7 B
- 8 C
- 9 B
- 10 C