

Day 15

Vocab Review

Fill in the blanks.

1. He said we should meet but didn't s_____y a time.
2. People chatting at a party will usually be talking in an informal r_____r.
3. There were offers from several p_____tive buyers.
4. Is Congress fully in the loop on issues of national security?
5. The island is a_____ible only by ferry.
6. The book provides a fascinating i_____t into the world of art.

1 Connections



Module 1.9 Visiting companies

LEAD-IN Look at the picture and describe it (Where/ Who/ What, etc.)



➤ Gap-filling Exercise: Your name is Pat Monroe. You are a regional sales manager for Health International, based in Montreal, Canada. You are meeting, for the first time, with Jane Jones, one of the directors of Ambrosia Natural Foods, at 10:00 am at her office in London. You are now at the reception desk of Ambrosia Natural Foods.

Complete the following dialogue by filling in the blanks.

Visitor	
<p>Good morning, my name is Pat Monroe Health International.</p> <p>Yes, please. I'd l____ a cup of coffee.</p> <p>Do you think I could send a fax?</p> <p>No, it's okay.</p> <p>Yes, please. Thanks.</p>	<p>I have an a_____ment Jane Jones.</p>

- Role play 1
You play the role of the visitor and your teacher plays that of the receptionist.
- Role play 2
Switch roles.
- Pat Monroe enters the office of Jane Jones.



1. Look at the dialogue below and try to complete the gaps.

Jane Jones: Come in, take a seat.

Pat Monroe: Good morning. My name is Pat Monroe from Health International. Thank you so much for t__ing time o__ of your busy s_____e to talk with me today, Ms. Jones.

Jane Jones: Please, call me Jane.

PM: And I'm Pat, of c_____e.

JJ: Nice to meet you, Pat.

PM: It's great to finally meet you in p_____, Jane.

(They shake hands.)

JJ: I hope you haven't been waiting long.

PM: Not at all.

JJ: How was your flight?

PM: Une____ful, thankfully.

JJ: Is this your first visit to London?

PM: I've been here several times, actually.

JJ: Did you have any t_____e finding us?

PM: No, not at all. I used a taxi and London taxi drivers have an ex_____t quality of driving and knowledge of the London area.

JJ: Yes, indeed. So, can I get you something to drink? Tea, coffee, water ... ?

PM: Actually I've just had a coffee, thanks.

JJ: Well, I suppose we should get d___ to business.

2. Listen to your teacher reading the dialogue above between Pat Monroe and Jane Jones without looking at the text.

3. Repeat after the teacher each line and memorize it.

➤ Role play 3

You play the role of Pat Monroe and your teacher plays that of Jane Jones.

➤ Role play 4

Switch roles.

Match each definition (A – F) with today’s vocabulary word (1 – 6)

DEFINITIONS

- A. a formal arrangement to meet or visit someone at a particular time and place
- B. the place in a hotel or office building where people go when they first arrive
- C. extremely good
- D. describes a time or situation in which nothing interesting or surprising happens
- E. a person who works in an office, store, or hotel, helping visitors or giving information
- F. by meeting with someone rather than talking on the phone, emailing, or writing to the person

- 1. excellent
- 2. receptionist
- 3. appointment
- 4. in person
- 5. uneventful
- 6. reception

Fill in the blanks.

- 1. You must apply for the license in p_____n.
- 2. She had to cancel her dental a_____ment.
- 3. Ask for me at reception.
- 4. The food was e_____ent.
- 5. It was an un_____ful journey.
- 6. When you get here, the r_____ionist will direct you to my office.