

GBS Day15

Fill in the blanks.

Answer Key: 1. specify 2. register 3. prospective 4. in the loop 5. accessible 6. insight

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

Answer key:

Visitor (V) : Good morning, my name is Pat Monroe from Health International. I have an appointment with Jane Jones.

Receptionist (R) : Oh, good morning, Ms. Monroe. Welcome to Ambrosia. Ms. Jones will be here in a few minutes. She's in a meeting that's just ending. Can I get you something to drink?

(V) : Yes, please. I'd love a cup of coffee.

(R) : Certainly. By the way, if you need to use a phone or fax, please let me know.

(V) : Do you think I could send a fax?

(R) : Yes, of course. If there's anything else you need, please ask.

(V) : No, it's okay.

(R) : Oh, I think Ms. Jones is free now. Shall I take you to her office?

(V) : Yes, please. Thanks.

➤ Pat Monroe enters the office of Jane Jones.

Answer key:

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

JJ: Please, call me Jane.

PM: And I'm Pat, of course.

JJ: Nice to meet you, Pat.

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

(They shake hands.)

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

PM: Not at all.

JJ: How was your flight?

PM: Uneventful, thankfully.

JJ: Is this your first visit to London?

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

JJ: Did you have any trouble finding us?

PM: No, not at all. I used a taxi and London taxi drivers have an excellent 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 down to business.

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

Answer Key:

A- 3; B- 6; C-1; D-5; E-2; F- 4

Fill in the blanks.

Answer Key: 1. person 2. appointment 3. reception 4. excellent 5. uneventful 6. receptionist