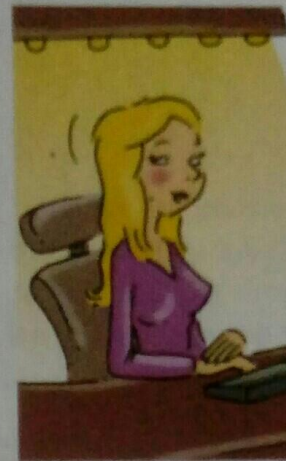


Dialogue 1

- Jane Good morning. Can I help you?
- Brian Clark Yes, I have an appointment with Mr Smith.
For this morning.
- Jane One moment, please. I'll phone him and tell
him you are here. Please tell me your name.
- Brian Clark, Brian Clark, from Holiday Hotels.
I am the managing director.
- Jane *(on the phone)*
Hello John. Mr Clark is here to see you.
From Holiday Hotels. OK, Mr Clark.
Someone is coming to meet you. Please wait
here. Please take a seat.
- Ann Good morning Brian. Please come this way.
I'm Ann Jones. We have often talked on the
phone.



Dialogue 2

- Jane Good morning. Can I help you?
- Electrician Yes, I'm from the electricity company. There is
a problem in the finance department. Can you
tell me the way there?
- Jane Yes, of course. Please show me your company
identification card.
- Electrician Here.
- Jane Thanks. Take the lift to the second floor. Then
turn right. Go to room 214. That is Mr Green's
office. He is the finance manager. He will be
happy to see you!

Dialogue 3

- Jane Hi, Paul. Are you late again?
- Paul Oh dear! Is it really 9:15?
- Jane Yes. Don't stand here talking! Hurry!
The meeting is starting!
- Paul Bye, Jane. See you soon.

5 Answer the following questions. | Beantworten Sie die folgenden Fragen.

- Who is Mr Clark?
- Where is he now?
- He has an appointment. Who with?
- Where is there a problem in the electricity supply?
- Who is the finance manager?
- Where is his office?
- Who is late for a meeting?