9 **Work with a partner. Use the information in the Partner Files (or make up your own) to role-play a meeting from first greetings to goodbyes.**

PARTNER FILES Partner A File 1, p. 58
Partner B File 1, p. 60

AUDIO 8

10 **Listen to a conversation at a trade fair between a sales rep and a potential customer. Mark the statements true ✓ or false ✗, or don't know ?.**

1 Lewis has made an appointment to meet Velleda at the stand. ☐
2 This is Velleda's fifth time at the trade fair. ☐
3 Lewis is interested in a particular product. ☐
4 Velleda gives Lewis a catalogue to take back to his company. ☐
5 Lewis agrees to put his name on the mailing list. ☐
6 Velleda will telephone Lewis in two weeks to set up a follow-up appointment. ☐



Write Velleda's notes about the meeting with Lewis. What does she need to do when he is back in the office?

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Notes

_____

_____

_____

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_____

AUDIO 8

11 **Complete these extracts from the dialogue with words from the box. Then listen again to check your answers.**

anything • ask • brochure • email • enjoying • free • glad • introduce • mind • put

1 May I _____ myself? I'm Velleda Brunelli. I work for Mecro Internazionale in Milan. May I _____ your name?
2 So, Mr Gillan, how are you _____ the trade fair?
3 Well, then, are you looking for _____ in particular?
4 OK, but please feel _____ to ask me any questions. I'd be _____ to go over our products and try to find something suitable for your company.

LIVEWORKSHEETS