

Fill in the gaps with one word.

Pleased I am do do meeting meet pleasure name is too this Have around

Mr. Evans: Good afternoon, dear colleagues. Please, my new personal assistant Sarah Roberts.

Adam Jones: Hello! Adam Jones, a sales manager. How you do!

Sarah: How you do!

Nina Ruez: My Nina. I'm a sales manager, too. And is Tania. She is from marketing department.

Sarah: A to meet you.

Tania: to meet you, . I've got a meeting in five minutes so I must be off now.

Sarah: Oh, sure. Nice you. a good day!

Tania: Thank you! See you !