

Which words are missing?

fine / remember / coffee / lunch / next / find / walk / buy / take / right / front
/ problem / meet / meeting / marketing / floors / office's / car / company



Welcome to the Company

Jane: You must be Simon?

Simon: Yes, that's _____.

Jane: My name's Jane. Pleased to _____ you.

Simon: Pleased to meet you too.

Jane: Did you _____ us ok?

Simon: Yes I did. I came by _____. But it was a bit of a _____ parking the car on the street.

Jane: You should have parked your car in the _____ car park. The entrance is at the back of the building.

Simon: I'll know _____ time.

Jane: Well, before the _____ starts I'll take you on a quick tour of the office.

Simon: Ok.

Jane: There are 6 _____ in total. The meeting is going to take place on the fourth floor.

Simon: Fine, I will remember that.

Jane: If you want to have _____ or get something to eat like a sandwich, you can use the staff canteen. It's in _____ of us through those doors. If you want a _____, tea, can of coke or a bar of chocolate, you can _____ them on every floor from a vending machine.

Simon: Thanks! So there is more than one department of the _____ in this building?

Jane: There are about 8 different departments here; _____, human resources, advertising, finance, customer services and some others I can't _____.

How do you want to go up to the third floor? Do you want to _____ and take the stairs? Or would you prefer to _____ the elevator and not walk up?

Simon: The lift will be _____.