

FIRST DAY IN THE OFFICE



 **3.30** Watch or listen and answer the questions.

- 1 What's Karen's job?
- 2 Where in Europe does Jenny have family?
- 3 Where does she live in New York?
- 4 Does Karen have family in New York?
- 5 What does Daniel offer Jenny to drink?
- 6 What time is his next meeting?



Look at the **Social English** phrases. Who says them: **Rob**, **Karen**, or **Daniel**?



Social English

- 1 ☐ Here we are.
- 2 ☐ Is this your first time in the UK?
- 3 ☐ Would you like something to drink?
- 4 ☐ Talk to you later.

Complete conversations A–D with **Social English** phrases 1–4. Practise with a partner.

A	Sit down. ☐	No, thanks, I'm fine.
B	☐ Bye.	Bye.
C	Nice to meet you. ☐	No, it isn't. I know London very well.
D	OK. ☐ This is your hotel.	Oh, it's very nice.