

## Unit 9: Functional Language – Asking and answering questions in first meetings

Complete the conversation with the questions in the box.

There are two extra sentences.

do you report to Charu Patel    when did you join the company    can I take your coat  
did you have a good trip    do you work with Beena    can I get you something to drink  
where are you based    can I order you a taxi    are you free for dinner this evening  
is it your first time in the Mexico office

**A:** Hello, nice to meet you.

**B:** You too.

**A:** <sup>1</sup> \_\_\_\_\_?

**B:** That would be great, thanks.

**A:** Please, sit down. <sup>2</sup> \_\_\_\_\_?

**B:** A glass of water, please.

**A:** So, <sup>3</sup> \_\_\_\_\_?

**B:** No, I was here two years ago, actually.

**A:** Really? <sup>4</sup> \_\_\_\_\_?

**B:** About six years ago.

**A:** <sup>5</sup> \_\_\_\_\_?

**B:** In Delhi at the moment, but I was in Dubai for a long time.

**A:** In Delhi? <sup>6</sup> \_\_\_\_\_?

**B:** Yes, I do. Do you know her?

**A:** Yes, we worked together on a project in Frankfurt.

So, <sup>7</sup> \_\_\_\_\_?

**B:** No, David Cope in Dubai is still my manager.

**A:** OK. <sup>8</sup> \_\_\_\_\_?

**B:** Not today. Are you free tomorrow?