

2 Underline the correct words in *italics* to complete the three conversations.

A ¹*This is Pietre.* / *How are you?* He's my assistant.

B ²*How do you do?* / *Nice to meet you, too.* Pleased to meet you.

A ³*I'm fine.* / *And you.*

C ⁴*Do you know Franziska?* / *How do you do?*

D Yes! ⁵*I'm fine.* / *It's good to see you again.*

C Yes, you too. ⁶*Nice meeting you.* / *How are you?*

D I'm fine. And you?

E Good morning. I have an appointment with Ms Cernoskova. ⁷*This is* / *My name's* Ludmilla Osimk.

F ⁸*How do you do?* / *It's good to see you again.* I'm Timo, Ms Cernoskova's assistant.

E Oh, ⁹*nice to meet you.* / *have a good journey.*