2 Raymond Roberts has an appointment with Janet Rose. He has just arrived at HBG premises. Complete their conversation with the phrases from the list.

let me take your bag *how was your journey*
can I get you a drink *You'll need this*
~~*Welcome to HBG publishing*~~ *Make sure you*
I thought you could *catch up again*

Raymond Good morning, I'm here to see Janet Rose.

Janet Hello, I'm Janet. [1] *Welcome to HBG publishing* .

Raymond It's nice to meet you in person.

Janet Likewise. So, [2]_____?

Raymond Well, there were traffic jams on the motorway and I got a little bit lost in the industrial park.

Janet Don't worry. That happens to everyone. Anyway, [3]_____ – I'll store it in my office.

Raymond I'll hang on to it if you don't mind. It's got all my stuff in it.

Janet Well, if you change your mind just tell me. And [4]_____?

Raymond Thanks. I'll have a cup of tea, please.

Janet Sure, I'll just get that for you in a second. First of all, I'll run through the schedule. [5]_____ start by meeting Karen Rankin this morning and then we'll [6]_____ at lunchtime.

Raymond OK. And will I see Malcolm Briscoe?

Janet Yes, in fact he's joining us for lunch. One other thing. [7]_____. It's your security pass. [8]_____ wear it at all times.

LIVEWORKSHEETS