Business communication

Put the conversation between Jack and Camille in order. Write a-j after each section (21-30). The first sentence is given.

Excuse me. Can I introduce myself? I'm Jack Reynolds.

21 I'm an IT engineer. I work with computers and IT systems. What do *you* do? _____

22 How do you do? Where are you from, Camille? _____

23 To repair the computers! _____

24 Camille Vargas. I'm sorry. It's nice to meet you, but I must go now. _____

25 I'm French. I live in Marseilles. How about you? _____

26 Oh right. Can I introduce to you to my colleague Peter Samms? His computer's not working very well, and maybe … Peter, this is … sorry what's your name again? _____

27 I'm from Detroit in the United States. What do you do? _____

28 I'm a TV reporter. I work for CNN in their Detroit office. Why are you here at the trade fair? _____

29 How do you do? I'm Camille Vargas. _____

30 OK, Camille, see you later. _____

Result _____ / 30 marks

LIVEWORKSHEETS