Unit 2 Receiving a Visitor

Online Practice

How to Welcome a Visitor



Part 1 Put the Steps in Order.

Number the steps for welcoming a visitor from 1 to 4.



- [ ] Ask the visitor's name.
- [ ] Welcome the visitor.
- [ ] Ask who the visitor wants to see.
- [ ] Ask if the visitor has an appointment.



Part 2 Choose the Correct Response.

5 **Visitor:** Good morning.
Receptionist: _____

A. Good morning. May I help you?
B. I am a technician.
C. See you later.

6 **Receptionist:** Who would you like to see?
Visitor: _____

A. At 10 o'clock.
B. I'd like to see the manager.
C. I'm fine, thank you.

7 **Receptionist:** Please wait a moment.
Visitor: _____

A. Certainly. Thank you.
B. I'm from Bangkok.
C. My name is John.

8 **Visitor:** I have an appointment.
Receptionist: _____

A. Please have a seat.
B. I work in a factory.
C. It is Monday.

Part 3 Complete the Conversation.

Choose the correct words from the box and fill in the blanks.

name | company | purpose | appointment



9 **Receptionist:** May I have your _____ , please?

10 **Receptionist:** Which _____ are you from?



LIVEWORKSHEETS