- _____ to _____.
- Thanks very much! It's _____ to be here.
- _____ time in _____?
- Yes, it is.
- _____ you _____ trip?
- Yes, thanks. It was _____.
- _____ did you _____ last night?
- Oh, I was at my _____ o'clock.
- That's good. Not too late, then. And did you _____ all right?
- _____. Your secretary sent me _____.
- That's good. How _____ - by car?
- Yes, I _____ at the airport.
- Where _____?
- At the Continental Hotel.
- And _____ for you?
- Yes, thanks. It is _____.
- I'm pleased to hear that. So _____ you here _____?
- Just 3 days.
- I see. And will you have time to _____while you are here?
- Yes, I _____ so.
- Well, I'm sure we can arrange something. _____ something to drink _____ we _____?
- Yes, please. A _____ nice.
- How _____ it?
- Black, please, no sugar.
- Ok, I'll fix that for you. Now, did you _____ a programme I _____you?
- Yes, I did, thanks.
- And _____ any changes?
- No, everything _____.
- Oh good. So perhaps we could get started.

LIVEWORKSHEETS

Watch an episode and choose if statements are TRUE or FALSE. Give correct answers to false ones.

Vocabulary:

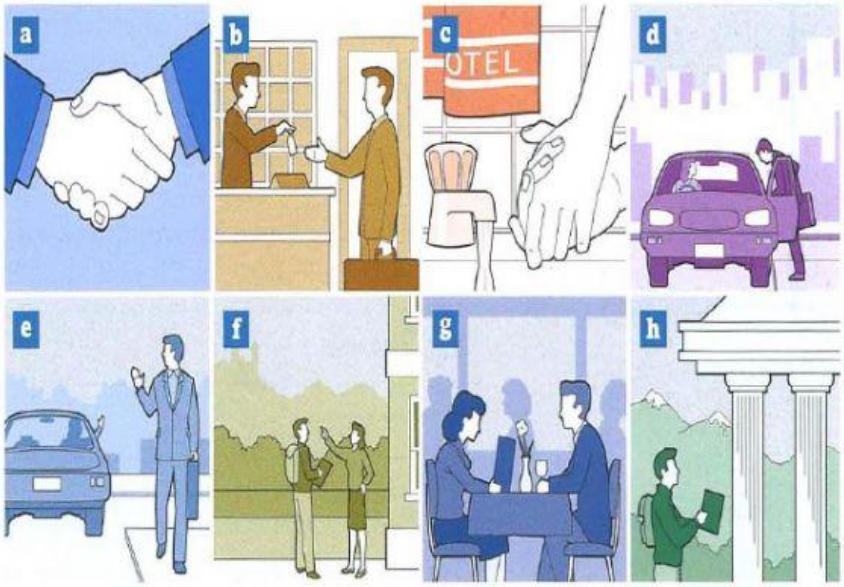
An induction – a process of official accepting a new employee.
What a coincidence! – when 2 things are similar
I 'll leave you for it. – when you give a chance to a person to deal with something.
Nice talking to you! – we say so at the end of the conversation before saying goodbye
Previous company – a company where you worked before your new one.

1. It is Maria's second day at QPG.
2. Maria is waiting for the CEO.
3. Paul is the CEO.
4. Monica is an HR Manager.
5. Maria is talking to Monica now.
6. Monica is on a break at the moment.
7. Maria's induction is over. (finished).
8. Monica wants to get some tea.
9. Maria wants to have a latte.
10. Monica is nearly 2 years in this company.
11. Monica likes the company and people.
12. Monica knows every employee by name.
13. Monica knows how many employees are in the company.
14. Maria is in the Accountant Department.
15. Maria thins that the company is nice.
16. Maria worked for a big company before.
17. Maria worked in the Training Department before.
18. Maria and Monica worked in different companies before.
19. Maria and Monica really liked their previous company.
20. Paul wants to show Monica around.

LIVEWORKSHEETS

26▷ Listen again. Match a word from **A** to a word or phrase from **B** to make a new phrase. Then match each new phrase to pictures a–h.

A	B
freshen	out
pick	around
look	(someone) off
check	up
meet	(someone) up
show	in
drop	up with
eat	(someone) around



Replace the words in *italics* with one of the verb phrases from the list. Add a pronoun if you need to.

go out | freshen up | eat out
pick someone up | meet up with | check in
~~drop someone off~~ | show someone around

Pedro It's difficult to park here. Can I ~~*stop and leave you*~~ [1] *drop you off* in front of the hotel?

Sabrina Sure, I'll *register* [2] _____ and then I'd like to *have a wash, and change my clothes* [3] _____.

Pedro If you like, tonight I can *give you a tour of* [4] _____ the old city. We could *eat in a restaurant* [5] _____ by the port.

Sabrina That sounds great! I'd rather *leave the hotel* [6] _____ than stay in my room.

Pedro I'll *collect you* [7] _____ at 8.30 p.m. We'll *see* [8] _____ Alberto and Maite in the main square.

LIVEWORKSHEETS

Work with a partner. Two visitors are coming to your company. You have to welcome them. Use the information below to make a plan for their visit. Plan in detail:

	Visitor A	Visitor B
Arrival	Friday 16.30	Friday 10.30
Time of presentation	Saturday 9.30–11.00	Saturday 11.30–13.00
Departure	Saturday 16.30	Saturday 15.00
Preferences / requests	• wants to see conference venue and facilities on Friday • wants an early night on Friday • likes traditional food • wants to see the city	• needs one hour on Saturday to prepare / set up presentation • likes lively evening entertainment • wants to see the city • wants to go shopping

LIVEWORKSHEETS