

Business cards

1. Complete the text with the missing words. Use a dictionary if necessary.

business card - job title - first name - greet - business contacts – surname

In modern business, company employees often have _____ in different countries. When we meet someone for the first time, we _____ the person. We introduce ourselves by saying our _____ and _____. Sometimes we give the person a _____ with details about our _____ and company.

2. Listen and complete the business card



3. Listen and complete the business cards below



Numbers

1. Listen and complete the passcode on the phone

2. Listen and complete the numbers.

- a. Flight BA 3__ 10
- b. Security code __ 82 __
- c. Credit card number 41__ 2__ 409 37__ 8 2__ 58
- d. Passport number 6__ 42__ 87__ 2



3. Match 1 – 4 to a-d and complete missing words.

- 1. My phone number is 07700819527. __
- 2. Flight KLM 214 is ready for boarding. __
- 3. The security code is 2424. __
- 4. My passport number is 017317559. __

- a. Two four two four.
- b. zero one seven three _____
- c. _____
- d. Two one four.