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



LIVEWORKSHEETS

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.

LIVEWORKSHEETS