

**Sean** Hello, Sean McFee.

**Catherine** Hello, [redacted] Catherine, Ivan Formanek's assistant. I'm calling [redacted] the meeting on Tuesday the 13th.

**Sean** Oh, right. Thanks. I wanted to speak to you about that. I'm [redacted] going to be in Prague already as I've arranged to meet some other clients on the Monday.

**Catherine** OK.

**Sean** Can you tell me how I get to Simply Speaking? Is it best by taxi or public transport?

**Catherine** Public transport's fine. Let me know where you're staying and I'll email you a map and directions from your hotel.

**Sean** Thanks. [redacted] thing I wanted to check ... How long are you scheduling the meeting for? There's a train that leaves at three o'clock. Will I have time to catch that one or [redacted] I take a later one?

**Catherine** We'll be finished by 2.00 at the [redacted] ... It only takes 20 minutes to get to the station, so you'll have plenty of time.

**Sean** Thanks. I'll probably take a taxi to the station to be sure.

**Catherine** OK. When you arrive [redacted] the company, give your name to Reception and they'll send you up to us on the fifth floor. And let me know if you need a taxi and I'll book one for you.