

Sean Hello, Sean McFee.

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

Sean Oh, right. Thanks. I wanted to speak to you about that. I'm 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. 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 I take a later one?

Catherine We'll be finished by 2.00 at the ... 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 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.

 **LIVEWORKSHEETS**