

WORKPLACE VISITS

- MATCH THE FOLLOWING QUESTIONS WITH THEIR CORRECT ANSWERS.

QUESTIONS	ANSWERS
1. GOOD MORNING. HOW MAY I HELP YOU?	___ THANKS.
2. WHAT'S YOUR NAME, PLEASE?	___ NO THANKS. / YES, PLEASE.
3. COULD YOU REPEAT THAT, PLEASE?	___ I'M REALLY WELL, THANKS, HOW ABOUT YOU?
4. COULD YOU SPELL THAT, PLEASE?	___ YES, IT'S MICHAEL CONNERY.
5. HAVE A SEAT, PLEASE.	___ I'M HERE TO SEE MR. LEE. MY NAME'S ELLA JONES.
6. WOULD YOU LIKE SOME TEA OR COFFEE?	___ GOOD TO SEE YOU, TOO!
7. WOULD YOU LIKE MILK OR SUGAR?	___ IT'S MICHAEL CONNERY.
8. HELLO! GOOD TO SEE YOU AGAIN!	___ SURE. M-I-C-H-A.
9. HOW ARE YOU?	___ MILK, PLEASE. NO SUGAR, THANKS.
10. HOW ABOUT A COFFEE / A TEA / SOME WATER?	___ OK, THANKS.
11. PLEASE COME IN.	___ COFFEE, PLEASE. THANKS.
12. AFTER YOU.	___ THANK YOU.