

### Which words are missing?

fine / remember / coffee / lunch / next / find / walk / buy / take / right / front  
/ problem / meet / meeting / marketing / floors / office's / car / company



## Welcome to the Company

**Jane:** You must be Simon?

Simon: Yes, that's \_\_\_\_\_ .

**Jane:** My name's Jane. Pleased to \_\_\_\_\_ you.

Simon: Pleased to meet you too.

**Jane:** Did you \_\_\_\_\_ us ok?'

Simon: Yes I did. I came by \_\_\_\_\_. But it was a bit of a \_\_\_\_\_ parking the car on the street.

**Jane:** You should have parked your car in the \_\_\_\_\_ car park. The entrance is at the back of the building.

Simon: I'll know \_\_\_\_\_ time.

**Jane:** Well, before the \_\_\_\_\_ starts I'll take you on a quick tour of the office.

Simon: Ok.

**Jane:** There are 6 \_\_\_\_\_ in total. The meeting is going to take place on the fourth floor.

Simon: Fine, I will remember that.

**Jane:** If you want to have \_\_\_\_\_ or get something to eat like a sandwich, you can use the staff canteen. It's in \_\_\_\_\_ of us through those doors. If you want a \_\_\_\_\_, tea, can of coke or a bar of chocolate, you can \_\_\_\_\_ them on every floor from a vending machine.

Simon: Thanks! So there is more than one department of the \_\_\_\_\_ in this building?

**Jane:** There are about 8 different departments here; \_\_\_\_\_, human resources, advertising, finance, customer services and some others I can't \_\_\_\_\_.

How do you want to go up to the third floor? Do you want to \_\_\_\_\_ and take the stairs? Or would you prefer to \_\_\_\_\_ the elevator and not walk up?

Simon: The lift will be \_\_\_\_\_.