

## First day in the office.

Look at the picture, read the conversation and listen



### Social English

**Match the numbers with the letters.**

- |                   |                         |
|-------------------|-------------------------|
| 1) Here           | a) last !               |
| 2) Would you like | b) true.                |
| 3) Talk to you    | c) Thanks.              |
| 4) We all depend  | d) we are.              |
| 5) Don' t listen  | e) something to drink ? |
| 6) But it' s      | f) later.               |
| 7) At             | g) on her.              |
| 8) No, I' m fine. | h) to Rob               |

**Rob :** Here we are . This is the office. And this is Karen.

**Jenny :** Hello, Karen.

**Rob :** Karen, this is Jennifer Zielinski from the New York office.

**Karen :** Hello, Jennifer.

**Jenny :** Nice to meet you.

**Rob :** Karen is our administrator . We all depend on her.

**Karen :** Don ' t listen to Rob.

**Rob :** But it' s true !

**Karen :** Is this your first time in the UK , Jennifer ?

**Jenny :** Yes, it is. But it isn' t my first time in Europe . I have family in Poland.

**Karen :** really ? And where do you live in New York ?

**Jenny :** In Manhattan. Do you know New York ?

**Karen :** Yes, my sister lives in Brooklyn.

**Jenny :** I have family in Brooklyn , too. Where does your sister live ?

**Daniel :** Jennifer !

**Jenny :** Daniel?

**Daniel :** How nice to meet you, at last . Would you like something to drink ? Tea, coffee, water.

**Jenny :** No, I' m fine , thanks.

**Daniel :** Great. Oh, karen. What time is our next meeting?

**Karen :** at 12 o' clock.

**Daniel :** That' s good. We have time. OK , come into my office , Jennifer.

Answer the following questions.

- 1) What's Karen's job? She's an \_\_\_\_\_.
- 2) Where in Europe does Jenny have family? She \_\_\_\_\_ family in \_\_\_\_\_.
- 3) Where does she live in New York? She \_\_\_\_\_ in \_\_\_\_\_.
- 4) Does Karen have family in New York? Yes, she does. In \_\_\_\_\_.
- 5) What does Daniel offer Jenny to drink? tea, coffee, \_\_\_\_\_.
- 6) What time is Daniel's next meetin? It's at \_\_\_\_\_ o' clock.

Social English phrases. Drag the write phrase to the right blank space.

a seat      first time      to drink      to you      we are

- 1) Here \_\_\_\_\_. This is the office.
- 2) Is this your \_\_\_\_\_ in the UK?
- 3) Would you like something \_\_\_\_\_?
- 4) Talk \_\_\_\_\_ later.

5)

