

UNIT 1 LESSON 3 - 4 TEST

NAME: _____

A Complete the conversation with the phrases in the box.

Are you

It's really good to see you

Great to meet you, too

Long time, no see

Great to see you again

Pleased to meet you

Anna Good morning! ¹ Are you Lauren?

Lauren Yes, I am.

Anna ² I'm Anna. It's my first day. I'm on Joe's team.

Lauren Welcome, Anna! ³ ⁴ I want to introduce you to my assistant.

Anna This is Peter.

Anna I know Peter. Hi, ⁴ .

Peter ⁵ , Anna.

Anna ⁶ !

Anna Yes, almost two years.

Lauren Well, I'm glad we all know each other now.



2 REAL-WORLD STRATEGY: Showing interest and surprise

A Put the conversation in order.

- George** Wow! Hey, Neil! Long time, no see!
- Neil** Good morning. I'm Neil. Are you James?
- Neil** Yes, I know George from a long time ago. It's really great to see you.
- James** Yes, I am. Hi, Neil. Pleased to meet you.
- James** Wait ... do you know each other?
- Neil** Great to meet you, too. It's my first day in sales.
- James** Seriously? George is an old friend of mine, too. This is great!
- James** Is it really? OK. Well, this is George, he's a manager. George, this is Neil, he's a new salesperson.

1 READING

A Read the email and label the parts.

Reason for writing: R

Greeting: G

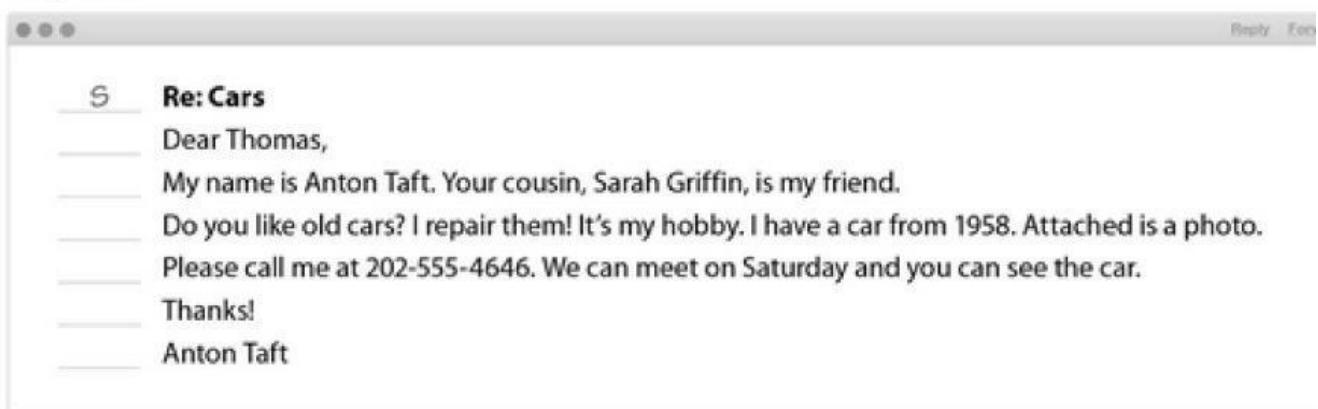
End of mail: E

Closing: C

Full name: F

Introduction: I

Subject: S



3 WRITING

A Put the parts of the email in the correct order.

- I want to invite you to our first neighbors' meeting. Please find the agenda for the meeting included with this letter. The meeting is at my house.
- Rick Lock
- Dear Mrs. Albertson,
- My name is Rick Lock. I'm a neighbor of yours. Welcome to the neighborhood.
- Sincerely,
- Thank you very much for your time. I look forward to seeing you at the meeting.
- Re: Upcoming meeting