

LISTENING PRACTICE

▶ Listen to the conversation. Circle the correct answer.

1. What time of day is it?
 - morning
 - afternoon
 - evening
2. What's Sophie Porter's job?
 - Financial Director
 - Receptionist
 - Sales Director
3. Who works for Keycode Solutions?
 - Alice
 - David
 - Sophie
4. What does the receptionist take from Mr Cheng?
 - his bag
 - his coat
 - his umbrella
5. What does David want to drink?
 - coffee
 - tea
 - water

▶ Listen to a conversation between a receptionist and a visitor. Look at the floor plan. Which meeting room (a-h) does he direct Miss Fisher to?

