



## Exchanging information

**Instructions:** Match each **question (1-10)** with the most appropriate **answer (A-J)**.

### Questions:

1. Could you give me her details?
2. Can I have her number?
3. What's your web address?
4. Do you have her email?
5. How can I contact the HR department?
6. Could you share the company's phone number?
7. Where can I find your LinkedIn profile?
8. Who should I speak to about job openings?
9. Is there a direct email for customer service?
10. What's the best way to reach you during office hours?

### Answers:

- A) Sure, her number is 555-123-4567.
- B) It's [www.companyname.com](http://www.companyname.com).
- C) Yes, it's hr@companyname.com.
- D) You can find it on our website under "Careers."
- E) Let me check, I think it's support@companyname.com.
- F) I'll send you her contact details right now.
- G) Our LinkedIn page is [linkedin.com/company/companyname](http://linkedin.com/company/companyname).
- H) You can call us at +1 800 555 6789.
- I) You can reach me via email or phone between 9 AM and 5 PM.
- J) You should speak to the hiring manager, I can introduce you.



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