



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.
- 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.
- 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.

