

- \_\_\_\_\_ to \_\_\_\_\_.
- Thanks very much! It's \_\_\_\_\_ to be here.
- \_\_\_\_\_ time in \_\_\_\_\_?
- Yes, it is.
- \_\_\_\_\_ you \_\_\_\_\_ trip?
- Yes, thanks. It was \_\_\_\_\_.
- \_\_\_\_\_ did you \_\_\_\_\_ last night?
- Oh, I was at my \_\_\_\_\_ o'clock.
- That's good. Not too late, then. And did you  
\_\_\_\_\_ all right?
- \_\_\_\_\_ . Your secretary sent me \_\_\_\_\_.
- That's good. How \_\_\_\_\_ - by car?
- Yes, I \_\_\_\_\_ at the airport.
- Where \_\_\_\_\_?
- At the Continental Hotel.
- And \_\_\_\_\_ for you?
- Yes, thanks. It is \_\_\_\_\_.
- I'm pleased to hear that. So \_\_\_\_\_ you here \_\_\_\_\_?
- Just 3 days.
- I see. And will you have time to \_\_\_\_\_ while you are here?
- Yes, I \_\_\_\_\_ so.
- Well, I'm sure we can arrange something. \_\_\_\_\_ something to drink  
\_\_\_\_\_ we \_\_\_\_\_?
- Yes, please. A \_\_\_\_\_ nice.
- How \_\_\_\_\_ it?
- Black, please, no sugar.
- Ok, I'll fix that for you. Now, did you \_\_\_\_\_ a programme I \_\_\_\_\_ you?
- Yes, I did, thanks.
- And \_\_\_\_\_ any changes?
- No, everything \_\_\_\_\_.
- Oh good. So perhaps we could get started.

**Watch an episode and choose if statements are TRUE or FALSE. Give correct answers to false ones.**

*Vocabulary:*

**An induction** – a process of official accepting a new employee.

**What a coincidence!** – when 2 things are similar

**I 'll leave you for it.** – when you give a chance to a person to deal with something.

**Nice talking to you!** – we say so at the end of the conversation before saying goodbye

**Previous company** – a company where you worked before your new one.

1. It is Maria's second day at QPG.
2. Maria is waiting for the CEO.
3. Paul is the CEO.
4. Monica is an HR Manager.
5. Maria is talking to Monica now.
6. Monica is on a break at the moment.
7. Maria's induction is over. (finished).
8. Monica wants to get some tea.
9. Maria wants to have a latte.
10. Monica is nearly 2 years in this company.
11. Monica likes the company and people.
12. Monica knows every employee by name.
13. Monica knows how many employees are in the company.
14. Maria is in the Accountant Department.
15. Maria thins that the company is nice.
16. Maria worked for a big company before.
17. Maria worked in the Training Department before.
18. Maria and Monica worked in different companies before.
19. Maria and Monica really liked their previous company.
20. Paul wants to show Monica around.

26 Listen again. Match a word from A to a word or phrase from B to make a new phrase. Then match each new phrase to pictures a–h.

A	B
freshen	out
pick	around
look	(someone) off
check	up
meet	(someone) up
show	in
drop	up with
eat	(someone) around

Replace the words in *italics* with one of the verb phrases from the list. Add a pronoun if you need to.

go out                      freshen up                      eat out  
 pick someone up        meet up with                      check in  
 drop someone off        show someone around

**Pedro** It's difficult to park here. Can I *stop and leave you*  
<sup>1</sup> *drop you off* in front of the hotel?

**Sabrina** Sure, I'll *register*<sup>2</sup> \_\_\_\_\_ and then I'd like to  
*have a wash, and change my clothes*<sup>3</sup> \_\_\_\_\_.

**Pedro** If you like, tonight I can *give you a tour of*  
<sup>4</sup> \_\_\_\_\_ the old city. We could *eat in a restaurant*  
<sup>5</sup> \_\_\_\_\_ by the port.

**Sabrina** That sounds great! I'd rather *leave the hotel*  
<sup>6</sup> \_\_\_\_\_ than stay in my room.

**Pedro** I'll *collect you*<sup>7</sup> \_\_\_\_\_ at 8.30 p.m. We'll see  
<sup>8</sup> \_\_\_\_\_ Alberto and Maite in the main square.

*Work with a partner. Two visitors are coming to your company. You have to welcome them. Use the information below to make a plan for their visit. Plan in detail:*

	Visitor A	Visitor B
Arrival	Friday 16.30	Friday 10.30
Time of presentation	Saturday 9.30–11.00	Saturday 11.30–13.00
Departure	Saturday 16.30	Saturday 15.00
Preferences / requests	<ul style="list-style-type: none"><li>• wants to see conference venue and facilities on Friday</li><li>• wants an early night on Friday</li><li>• likes traditional food</li><li>• wants to see the city</li></ul>	<ul style="list-style-type: none"><li>• needs one hour on Saturday to prepare / set up presentation</li><li>• likes lively evening entertainment</li><li>• wants to see the city</li><li>• wants to go shopping</li></ul>