

Welcoming visitors

Use a suitable phrase to complete the sentences in the conversation.

Lisa: Good morning, welcome to our office. I'm Lisa Frey _____ Lisa

Jack: Hello, nice to meet you. My name is Jack Middleton

Lisa: _____ Jack?

Jack: Sure! No problem at all

Lisa: Sorry to keep you _____. The meeting room is just over here.

(Jack follows Lisa to the meeting room.)

Lisa: Here, _____.

Jack: Thank you. (He gives his coat to Lisa.)

Lisa: _____. Perhaps a cup of coffee?

Jack: Tea, if you have it. Caffeine does terrible things to me at this time of day!

Lisa: Oh. (laughs) I normally need a strong cup of coffee after lunch to get me going again!

(Lisa pours Jack a cup of tea.)

Here is your tea. So, how _____

Jack: Tedious. There was a lot of traffic

Lisa: I am sorry to hear that. Let me give you a tour of the facilities. You will need this badge to enter.
_____ you wear it at all times