

## ***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