

1. May I have your name, please?
2. Which company are you from?
3. Do you have an \_\_\_\_\_?
4. Would you please give me your \_\_\_\_\_?
5. Can I ask what you wish to see her \_\_\_\_\_?
6. I'll see if she's \_\_\_\_\_.
7. Would you please have a \_\_\_\_\_ and wait for a few moments?
8. Would you like coffee or tea?
9. \_\_\_\_\_ do you like your coffee?
10. Please have a seat over there. Mr. Anderson will \_\_\_\_\_ you in a few minutes.
11. Please \_\_\_\_\_ yourself to the biscuits.
12. Mr. Chan \_\_\_\_\_ you. I'll tell him that you're here.
13. Would you \_\_\_\_\_, please?
14. Mr. Lee is \_\_\_\_\_ / \_\_\_\_\_ at the moment and wants to know if your business is \_\_\_\_\_.
15. Did you receive the meeting \_\_\_\_\_ I sent you? Would you like to make any changes?
16. I'll \_\_\_\_\_ Name for you.

| help          | appointment   | is expecting | How    |
|---------------|---------------|--------------|--------|
| get           | see           | seat         | urgent |
| come this way | occupied      | available    | about  |
| agenda        | business card | engaged      |        |