

9 Work with a partner. Use the information in the Partner Files (or make up your own) to role-play a meeting from first greetings to goodbyes.

PARTNER FILES

Partner A File 1, p. 58
Partner B File 1, p. 60



10 Listen to a conversation at a trade fair between a sales rep and a potential customer. Mark the statements true ☒, or false ☒, or don't know ☒.

- 1 Lewis has made an appointment to meet Velleda at the stand. ☐
- 2 This is Velleda's fifth time at the trade fair. ☐
- 3 Lewis is interested in a particular product. ☐
- 4 Velleda gives Lewis a catalogue to take back to his company. ☐
- 5 Lewis agrees to put his name on the mailing list. ☐
- 6 Velleda will telephone Lewis in two weeks to set up a follow-up appointment. ☐



Write Velleda's notes about the meeting with Lewis. What does she need to do when he is back in the office?



Notes



11 Complete these extracts from the dialogue with words from the box. Then listen again to check your answers.

anything • ask • brochure • email • enjoying • free • glad • introduce • mind • put

- 1 May I _____ myself? I'm Velleda Brunelli. I work for Mecro Internazionale in Milan. May I _____ your name?
- 2 So, Mr Gillan, how are you _____ the trade fair?
- 3 Well, then, are you looking for _____ in particular?
- 4 OK, but please feel _____ to ask me any questions. I'd be _____ to go over our products and try to find something suitable for your company.