

### Workplace visits

**1** Put the words and phrases in the correct order to make sentences and questions.

**a** your name, / what's / please / ?

\_\_\_\_\_

**b** Elsa / my name's / Wolley / .

\_\_\_\_\_

**c** how may / I help you / good morning, / ?

\_\_\_\_\_

**d** please / spell that, / could you / ?

\_\_\_\_\_

**e** I'm here / Mr Jones / to see / .

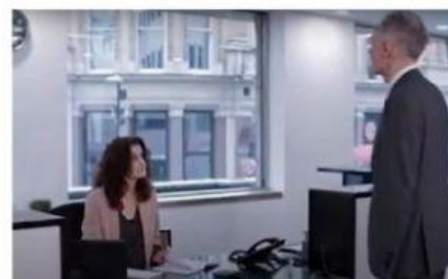
\_\_\_\_\_

**f** like some / would you / thank you. / tea or coffee / ?

\_\_\_\_\_

**g** W-O-L-L-E-Y / it's / yes, / .

\_\_\_\_\_



**2** Put the phrases from Exercise 1 in the correct order to make a conversation.

1 c 2    3    4    5    6    7   

**3** 1.02 Complete the conversation with the words in the box. Then listen and check your answers.

are you come in good to see how about no, thanks see you again

**A:** Hello Elsa. Good to <sup>1</sup>\_\_\_\_\_.

**B:** <sup>2</sup>\_\_\_\_\_ you, too. How <sup>3</sup>\_\_\_\_\_?

**A:** I'm really well, thanks. Please <sup>4</sup>\_\_\_\_\_.

**B:** Thanks.

**A:** <sup>5</sup>\_\_\_\_\_ a coffee?

**B:** <sup>6</sup>\_\_\_\_\_. I already have one.