

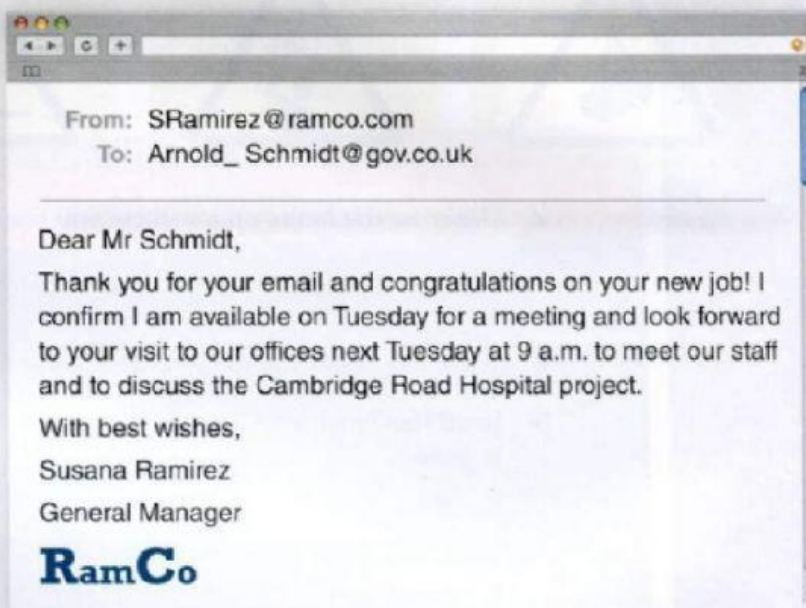
7

The contractor's office

- welcome clients and explain what staff members do
- discuss projects
- describe structures using dimension
- describe the shape of constructions
- calculate an area

Clients

Reading 1 Read this email. What is it about?



Listening 2 40 Listen to five conversations between Arnold Schmidt and Susana Ramirez and answer these questions.

- 1 Where does Arnold Schmidt work?
- 2 What is Susana Ramirez in charge of?
- 3 How does Arnold Schmidt take his coffee?
- 4 What plan does Susana Ramirez suggest?
- 5 What time does Arnold Schmidt have to leave?

3 Match 1–5 to a–e to complete the conversations. Listen again and check your answers.

- 1 Hello. My name's Arnold Schmidt. I'm here to see Susana Ramirez. _____
 - 2 Hello. I'm Susana Ramirez. You must be Mr Schmidt. _____
 - 3 Before we start, would you like coffee? _____
 - 4 How about if I introduce you to the team first? Then we can look at the designs and you can ask any questions you have. _____
 - 5 How long have we got? _____
- a) Yes, that's right. Pleased to meet you.
 - b) Ah, yes. One moment, please. She's expecting you.
 - c) I have to leave at 11.30. So we've got about an hour.
 - d) Yes, please. With milk and one sugar, please.
 - e) That sounds perfect.