

a

Name of company: Firstway Computers

Name of employee: Mr Smith

Floor: first

Room: 123

b

Name of company: Sandy's Textiles

Name of employee: Mrs Norton

Floor: third

Room: 302

c

Name of company: Pansy Cosmetics

Name of employee: Mrs Lipton

Floor: ground

Room: 9

Use the information from Exercise 2 to complete the conversations between the receptionist (A) and the visitors (B). Type the answers.

1. **A:** Good afternoon. How can I help you?

B: I've got a meeting with **1** _____, the Managing Director of **2** _____.

A: His office is on the **3** _____ floor – room **4** _____. It's on your left when you get out of the lift.

B: Thank you.

2. **B:** Excuse me. I'd like to see **5** _____ at **6** _____.

A: Certainly. She's in room **7** _____.

B: Which floor is it on?

A: It's on the **8** _____ floor. Turn right when you get out of the lift and it's the second door on your left.

B: Thanks.

3. **B:** Can you help me, please? I'm looking for **9** _____.

A: They're here on the **10** _____ floor. Who would you like to see?

B: I'm meeting **11** _____. I think she works in the laboratory.

A: That's correct. It's at the end of the corridor. It's room **12** _____. Just go straight.

B: Thank you very much.