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.

LIVEWORKSHEETS