

Appendix A At Reception



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|------------------------|----------------------------------|
| 1. visitor | відвідувач |
| 2. visitor badge | бейджик |
| 3. registration form | реєстраційна форма |
| 4. clipboard | папка з затискачем |
| 5. business card | візитівка |
| 6. pen | ручка |
| 7. computer screen | екран комп'ютера |
| 8. headset | навушники |
| 9. receptionist | секретар |
| 10. desk | письмовий стіл |
| 11. letter tray | лоток для паперів |
| 12. swivel chair | стілець на коліщатах |
| 13. mouse | мишка |
| 14. keyboard | клавіатура |
| 15. receiver | слухавка |
| 16. telephone system | телефонна система |
| 17. notepad | записник |
| 18. diary | щоденник |
| 19. appointment book | записник для ділових зустрічей |
| 20. (company) brochure | презентаційний буклет (компанії) |
| 21. briefcase | портфель |

A warm welcome

Use the words from the list to complete the text.

The **a)** _____, Patrick Spencer, arrives at reception.

"Hello, I'm Patrick Spencer, from LifeStyle magazine. I've got a meeting with Messier Bernard."

He hands his **b)** _____ to Katherine Delacroix, the **c)** _____. Ms Delacroix looks in the **d)** _____ to check the time of the meeting with Messier Bernard. "Welcome to Peugeot, Mr Spencer," she says. "Could you fill in this **e)** _____, please?" The piece of paper is firmly

attached to a **f)** _____. "I'm afraid I haven't got anything to write with," Mr Spencer says. "Could you lend me a **g)** _____?" "Sure," answers Ms Delacroix, "there's one right here." After Mr Spencer has finished writing, Ms Delacroix prepares his **h)** _____.

"Please take a seat," she says. "I'll tell Messier Bernard you're here. Would you like to look at our **i)** _____ while you're waiting?" "No thanks," replies Mr Spencer, "I've got plenty to read in my **j)** _____."