



Conversation

Business visitors – Exercise

Fill in the gaps in this conversation.

A: Good morning. I ... **don't believe** ... we've met. me to introduce myself. I'm Sam Cook from the department.

B:? My name is Sue Barker. I'm BBL's Manager.

A: I'm very glad to your Have you been to anyone else?

B: Not yet.

A: If I'm not, you met my, Ms Law, last month.

B: Indeed. I had the of meeting her at a How is she?

A: I'm she's on at the moment.

B: I'm to hear that. Please her my best for a speedy

A: I certainly will. Well, let me you on of the team.

B: Thank you. I'm to be here.

A: How was your by the?

B: It was a long drive.

A: Would you like to first?

B: No, I'm, thank you.

A: Do a seat, please. Would you something to drink?

B: Yes, I a cup of tea, please.



A: Certainly. are. Please milk and sugar.

B: No, that's fine. I'd it black.

A: Well, we business then?

B: Yes, that.

A: How about starting with a of the?

B: Yes, that a good idea.