

The Office - Small Talk 8 - Talking About Work (C0328)

Mr. Campbell: Ah Michelle hi. I was hoping to see you. How have you been? How's the family?

Michelle: Oh hello Mr. Campbell. I'm fine and Jack's doing well. How are you?

Mr. Campbell: I'm fine thanks. I got your report this morning. Thank's for that. Are you joining the conference today?

Michelle: Yes, I'm leaving at four pm.

Mr Campbell: Good, well we can discuss this more then, but I think the figures are looking very good for this quarter.

Michelle: Yes, me too.

Mr Campbell: I'm planning to discuss the advertising budget at the conference. I don't think we should continue with the TV advertising.

Michelle: No, me neither. It's far too expensive.

Mr. Campbell: Well, let's discuss this more at the conference. Maybe we can share a taxi there.

Michelle: Yes, sure.

Key Vocabulary

conference	<i>N</i>	a formal meeting where many people talk about ideas
report	<i>N</i>	written document that provides information about something
discuss	<i>V</i>	talk about
quarter	<i>N</i>	one fourth of a calendar or fiscal year
budget	<i>N</i>	money available to spend
advertise	<i>V</i>	to announce or praise in order to raise awareness in a product or service

Supplementary Vocabulary

marketing	<i>N</i>	act of buying or selling in a market
publish	<i>V</i>	to issue publicly the work of
segment	<i>N</i>	a different group
graph	<i>N</i>	a diagram representing a system of connections or interrelations among two or more things