

Reading and Listening Part 2 – Question-Response

Worksheet 1

**Meeting****Leaving****Meeting****Leaving****Meeting****Leaving****Meeting****Leaving**

Reading and Listening Part 2 – Question-Response

Decide if each section below consists of phrases used near the start of conversations (S) or near the end (E).

Worksheet 2

A

I don't think we've met before.
I've been looking forward to meeting you.
Is it your first time here?
Who are you here to see, please?
Delighted to meet you.
Welcome to Nippon Chemicals.
Hi, I'm here to see Mr Gonzales.
Pleased to meet you.
How do you do?
It's great to see you again!

B

Thanks for having me.
Give my love to William.
Don't forget to write.
Don't call us, we'll call you.
Promise to write every day!
I never want to see you again!

C

We had a lovely time.
Get lost!
I'll never forget you!
I'll be back.
Get out of here!

D

Long time no see.
How's it going?
How are things?
How was your weekend?
How's business?
How are your kids?
You're looking good.
You're looking well.
How's life?

E

Thanks again.
It was nice to meet you.
Hope to see you again some time.
I'll email you tomorrow.
See you on Wednesday.
I'm sorry, we really must be going.
I'm afraid I must be leaving.

F

Do you want me to give you a lift to the airport?
Well, I don't want to keep you any longer ...
I'm really glad we had this time to talk.
It was a pleasure meeting you.
I'm terribly sorry, but I have a train to catch.
This has been very productive, thank you.
Send my regards to Mr Jones.

G

Make yourself at home.
Can I get you anything?
I'm supposed to meet John Webster. Is that you, by any chance?
Did you have any trouble getting here?
We've spoken many times on the phone, but this is the first time face to face, isn't it?

H

Come on up, we're on the third floor.
Let me introduce myself.
Please come in.
Take a seat.
Can I ask your name, please?
How was your journey?
How was your flight?

I

Sorry, I've got to make a move.
Can you find your own way out?
I'll be getting along then.
I've got to shoot.
Ciao.
Catch you later!
Take care.
Have a nice trip.

J

Do you have a minute?
Can I just have a word?
Did you have a good weekend?
Did you see the match last night?

Reading and Listening Part 2 – Question-Response

K

I'll let you get on then.
 I think that's about all we need to do today.
 Thanks for your hospitality.
 So, I won't keep you any longer.
 Could you possibly call me a taxi?

L

That's it! I've had enough!
 I'm out of here!
 Get out of my sight!
 I can't stand another minute of this!

M

See you.
 Say 'Hi' to John from me.
 So, shall we call it a day?
 I'm afraid I have to dash.
 Bon voyage.
 What are your plans for the weekend?
 Well, I think that about wraps it up.

N

May I introduce you to my colleagues?
 May I take your coat?
 On behalf of our Chief Executive Officer, I'd like to welcome you to our plant.
 OK. Shall we get started?
 Good afternoon. I have an appointment with Mr Miller.
 Please call me Linda.

Works
et 2

Which of the sentences above would you be happy using at the beginning and end of the conversation the first time you meet a client or supplier (Businesslike = B)? Which could you use with colleagues or other people you meet regularly (Friendly = F)? Which could you not use at work (Unprofessional = U)?

Which are you most likely to use in your life?

In the businesslike sentences, which sentences are used by the host (H) and which are used by the guest (G)?

Reading and Listening Part 2 – Question-Response

Choose one correct response for each sentence.

1. It's great to see you again.
a) Nice to meet you.
b) Thanks.
c) It's great to see you too.
2. Can I get you anything?
a) Yes, you can.
b) I'd love a cup of coffee.
c) No problem.
3. I'd love a cup of tea.
a) I get you one.
b) I'll get you one.
c) I'm afraid.
4. How are you getting on?
a) I'm fine, thank you.
b) How do you do?
c) I've nearly finished.
5. What do you do?
a) I'm replacing the disk drive.
b) I'm in computers.
c) How do you do?
6. I'll be getting along then.
a) Okay. Thanks for coming.
b) That's fine.
c) I'm getting along fine too.
7. Thanks for showing me around.
a) It doesn't matter.
b) I don't care.
c) It was a pleasure.
8. Long time no see.
a) Long time no see.
b) Yes.
c) Yes, it's been two years, hasn't it?
9. How's business?
a) 10% better than last year.
b) Very profitable.
c) Not bad.
10. Do you want me to give you a ride to the station?
a) No, thanks.
b) Thanks, but I already have a ticket for the bus.
c) It's too much trouble.
11. I'm supposed to meet John Webster. Is that you, by any chance?
a) I'm afraid not. Please take a seat and I'll find him for you.
b) Yes, I am.
c) There's no chance.
12. Can I just have a word?
a) Just one word? Okay.
b) Of course. Come in.
c) Can I have one too?
13. Thanks for your hospitality.
a) Thanks for coming.
b) Thanks for being a guest.
c) Thanks for being hospitalized.
14. Take a seat.
a) Where to?
b) Thanks. Is here okay?
c) Yes I do.
15. Have a good evening, then.
a) Good night.
b) Thanks, you too.
c) Yes, I will.