406 FIRST DAY OF AN INTERNSHIP

**It’s Jeremy’s first day as an intern at Smart People Company. He arrives at the office at 8.00 am. He is greeted by Amanda at the reception.**

Amanda: Good morning! How can I help you?

Jeremy: Good morning! I’m Jeremy Star. I’m the new **intern**. I’ll be working with Ms. Brainy in the IT Department.

Amanda: OK. Please take a seat while I inform Ms. Brainy that you have arrived. …. Hello, Ms. Brainy? Your new intern, Jeremy Star has arrived. He’s waiting for you at **reception**.

Ms. Brainy: Thanks, Amanda. I’ll be down in a minute. Could you please show him the **cloakroom** where he can leave his coat?

Amanda: Yes, absolutely! Mr. Star, Ms Brainy will be down in a moment, please follow me, I’ll show you the cloakroom, you can **hang up** your **coat**.

**5 minutes later…..**

Ms. Brainy: Hello Jeremy! How are you? I hope you found us easily? And how was your **journey**?

Jeremy: It was fine, thanks. I used my app so I didn’t get **lost**.

Ms Brainy: Perfect! So, how about I **show** you **around** the office **premises**? I’ll give you a quick tour before I give you your first assignment.

Jeremy: Yes, that would be great! I’d appreciate that.

**5 minutes later…..**

Ms Brainy: So, on the left we have the **stationary cupboard** with our office **supplies**. Please feel free to take whatever supplies you need: highlighters, staplers, paper-clips etc

Jeremy: Oh, thanks, that’ll be useful!

Ms Brainy: And here on the right is the **photocopier**. It serves as a scanner and fax too. Jack is our office support personnel, so if you have any problems, he’ll help you out. I’ll **introduce** you to him later. He’ll assign you your photocopier code too.

Jeremy: Great!

Ms Brainy: And over there in the hall is the **drinks dispenser** and **coffee machine**. And there’s my associate from Human Ressources, Mr.Tidy. Let me **introduce** you…

Mr. Tidy: Good to meet you Jeremy, and welcome to the office. I’m sure you’ll enjoy working here, we’re a great team!

Jeremy: Yes, so it seems! And thanks for taking the time to show me around Ms Brainy, I appreciate it.

an intern/ a trainee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

an internship/ a work placement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

a cloakroom \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

to hang up your coat \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

to show around \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

premises \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

stationary/ store cupboard \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

supplies \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

a photocopier \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

to introduce somebody to someone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

welcome to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_