

(5)

M: Excuse me, could you tell me where the jewelry department is?

My wife brought an expensive watch in for repairs last week and I'm here to pick it up.

F: Certainly, sir. It's on the third floor.

Let me show you where the stairs are.

I'm afraid the elevator isn't working today.

M: Thanks.

By the way, how much is that leather jacket over there?

(4)

F: So, are these machines very difficult to use?

I'm new here and I've never used them before.

M: Actually, it's quite easy.

I'll teach you how to use both of them when the last customers have left. We're closing soon.

F: Thanks. I've been so busy serving people that I haven't had the chance to ask you until now.

(3)

M: Joan, where is the sales report that was sitting on the table in the meeting room just a few minutes ago?

F: Well, the manager took it into his office.

He's reading it now.

He also said he wanted to go over it with you later.

M: But that's last month's sales report.

I haven't finished writing this month's yet!

W: Oh dear. He won't be happy to hear that!

(2)

M: I noticed that you were late opening the store this morning. Is there something wrong with your car again?

F: It wouldn't start, so I had to take the bus.

You know how bad the bus service is here.

M: I know....Say, if you like, I could take your car to a mechanic and find out what the problem is.

F: Thanks. That would be great!

(1)

F: This candidate looks great—take a look at her photos.

M: Yes, she does look nice, but according to her resume she doesn't have much experience.

She's a little too young for a secretary as well, I think.

F: I know, but I spoke to her yesterday—she's very intelligent and she has a lot of confidence.

M: OK, let's give her a chance. I'll interview her tomorrow.

(9)

M: I have looked over your designs.

I must say, I am very impressed.

F: Thank you. I hoped that you would like them.

If you'd like to see more, just let me know.

M: That won't be necessary.

I'm more than satisfied with what I have seen so far.

In fact, I think you are just the kind of person this company needs.

W: Great! When can I start?

(8)

M: So, what do you think of my paintings?

F: They're wonderful.

Everybody else seems to like them too.

M: Thanks. I'm hoping to sell at least half of them tonight.

That's why I'm here -it's all very well being an artist, but I still need to have money in the bank.

F: Well, it looks like you're going to, because I want to buy this one!

(7)

M: I'm afraid that I won't be able to go to the conference with you this weekend.

F: Yes, I know your wife isn't feeling well.

It's OK.

Stay home and look after her this weekend.

M: Thanks.

And, if you need any help preparing for it,
just let me know.

W: Well, actually...

I don't know how to set up the equipment.

M: No problem, I'll go through it with you before you leave.

(6)

M: Dr. Kennedy, what made you decide to donate so much
money to this particular charity?

F: Well, because I know from personal experience how hard
life can be for children from poor families.

M: Yes, not many people know that you come from a poor
background.

F: Well, I owe my success to this organization.

It helped me a great deal, all those years ago.

(14)

M: I'm pleased to tell you that you have been promoted.

You are now Sales Manager of this office.

F: That's great! What a relief.

I thought I was about to be fired!

M: Really? Far from it!

You've worked incredibly hard this year, and we think
you have the right attitude for a more senior position.

F: Thanks. It's nice to hear that...So, what will my new
responsibilities be?

(13)

M: I've just been on the phone with a customer.

He wasn't very happy.

F: Oh, you must mean Mr. Davidson.

He called this morning but you weren't here.

He said he'd call back.

M: Well, it seems that the parts we sent him last week
haven't arrived yet.

I wonder what could have happened.

I gave the box to the courier myself.

W: I'll call the courier company and find out.

(12)

F: We will soon be entering the market.

Please take care of your valuables, as thieves have
been known to operate in the area.

M: Excuse me- will there be any swords and knives for
sale? I'm a police officer.

I'm very interested in weapons.

F: Yes. And I would be more than happy to show you
where they are.

Does anybody else have any questions?

(11)

F: Even though it's far from the factory, I think this building
would be ideal for our new head office.

M: Me too. It's a great site. I'm going to call the owner
right now and ask how much he wants for the place.

F: Before you do that, let's talk to the security guard.

I want to know how safe this neighborhood is.

(10)

M: Did you receive my email?

Have you had time to think it over?

F: Yes, and I'm happy to say that if you want to take a
month off, you can.

We shouldn't be too busy at that time anyway.

M: That's great. My wife will be happy to hear that.

F: Have you decided where you are going yet?

M: We're not sure, but we're thinking about visiting New
Zealand.

(19)

F: Hi Frank, you look great. So, how was your vacation?

M: Wonderful. Hawaii is beautiful.
The weather was perfect, and the beaches are amazing.
F: I thought you would enjoy it there.
I really love the food, also.
M: That was great, too.
By the way, thanks for recommending that hotel to me.
It was perfect!

(18)

M: Let's go to that concert tomorrow night.
I don't have to work this weekend, after all.
F: Well, actually, I thought you'd be working, so I gave
the tickets to my parents.
We can't get any more either- the concert is sold out.
M: How about we go out for dinner instead?
F: OK, let's do that.

(17)

F: I'm so relieved that we have a new copy machine.
It's so much better than the old one.
M: Yes. And I heard that we're all getting new computers
next month.
F: I know.
I wonder why we're getting all of this new equipment.
M: Well, I know that profits are up this year.
I guess the company has more money to spend now.

(16)

M: Did you get a good look at the man who ran off with
your bag?
F: Not really, he moved so quickly.
I just remember that he was tall, that's all.
M: Mmm...Unless there is anything else you can tell me, I
don't think we can do anything more.
There is a lot of crime in this area.
F: I know, I just wanted to report it. Thanks anyway.

(15)

F: Excuse me sir, may I ask you a few questions?
M: I suppose so... As long as they aren't too personal.
F: Thank you.
And don't worry-I work for the transport department.
I would just like to know what you think about the city's
new train service.
M: Sorry, but I don't think I can help you.
I don't know anything about it.
I'm a tourist and I've just arrived in town.

(24)

M: So, do you like the apartment?
Is it big enough for you, or would you like to see the
three-bedroom one on the third floor?
F: No, it's fine. I only need two rooms.
But when I looked in the bathroom, I noticed that the
bath is cracked.

M: I know.

It will be replaced tomorrow, if you decide to move in.

(23)

M: I think we should stay in this hotel for a few more days.
It's much cheaper than the others in this area.
W: I know, I originally thought we could find another one
closer to the beach, but this one is just fine.
M: And the beach is only a few minutes walk from here
anyway.

(22)

W: Excuse me.
My husband and I would like to talk to the chef.
We want to make a complaint.
There is something wrong with this food.
M: I'm sorry, but I think he just left the restaurant.
I will ask the manager to come and speak with you.
I'll just go get her.

W: Yes, please. We will wait for her.
In the meantime, could we order some more wine?
(21)
M: When did you say the new machines arrive?
F: They were supposed to be here this Tuesday, but there was a problem in Hong Kong.
So they'll be here three days later than we originally expected.
M: Well, please let me know when they do arrive.
It will take me one or two days to test them and set them up.
(20)
M: I have to call the office and tell them that I won't be back at work tomorrow after all.
F: OK. I just hope that we can get a flight back soon.
The hotel manager told me that this storm could last several days.
M: Yes, I know. And in the meantime, all flights out of the country have been cancelled.
F: Well, we'll just have to wait.

(29)
M: Why are you working so late this evening?
The others went home hours ago.
F: Well, as you know, I was sick last week.
I'm a little bit behind in my work.
M: It's OK. Go home and get some rest.
I can do this for you.
I have a meeting later, and it will give me something to do while I'm waiting.
W: Thanks.
(28)
F: How much is this cell phone?
I've been thinking about buying a new one.
M: Well, this model costs \$10,000.
It is one of the most expensive phones we have.
It's very high quality, and it has all the latest features.
F: Actually I want one that's simple to use. Besides, I really can't afford to spend that much money.
Do you have any cheaper ones?
(27)
F: Finally, as mayor, how do you think we can solve the city's economic problems?
M: Well, I intend to talk to the city's business leaders over the next week.
I'm hoping that we can find some sort of solution.
F: Well, I voted for you, so you know you have my support.
Thank you, Mayor Greene.
(26)
M: Wow, I never thought that selling a business would be so difficult.
Look at all of this paper work I have to do.
F: Actually, I have a friend who knows all about this kind of thing.
Maybe he could help you. I'll give him a call tomorrow.
M: That would be great.
I definitely can't finish this by myself!
(25)
W: I'm so tired of doing the same thing day after day.
I think I need to find different work.
M: I know that you're bored, so I think that's a good idea.
Besides, you have many skills, so finding another job should be pretty easy.
W: Thanks for your support.
I'll start checking the newspapers tomorrow.