

Partner files

UNIT 1, EXERCISE 5

FILE 1

Role-play 1

Robert/Roberta: You have just arrived at the airport in Prague and have made arrangements for your business partner, Petr/Petra, to pick you up. You have spoken a lot over the phone but have never met before. You are carrying several heavy bags. Your flight was fine and you had a DVD to watch. You would like to use the toilet before leaving the airport.

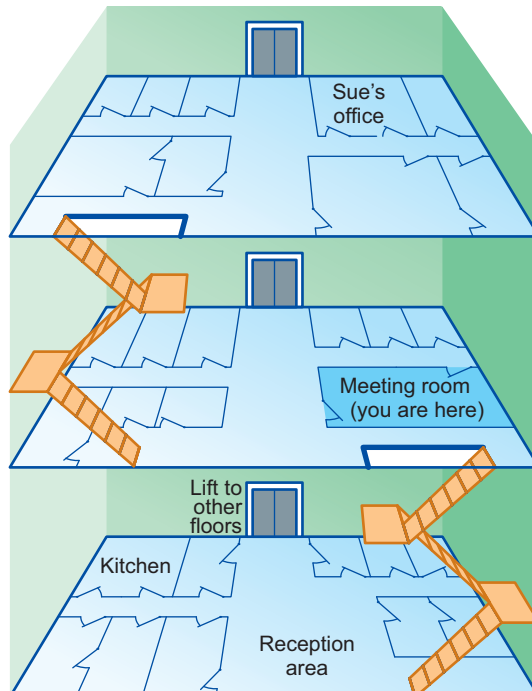
Role-play 2

Daniel/Daniella: You are picking Michael/Michaela up at the station in Amsterdam. He/She works for the Czech division of your company and you have met him/her before. The train was delayed by twenty minutes.

UNIT 2, EXERCISE 9

FILE 2

You are visiting a company and are in the meeting room. You want to know how to get to different places in the building. Ask your partner for directions to Bob's office, the toilet and the photocopier room, and mark them on your plan. Then change roles. When you have finished, check your partner's plan to make sure you gave him/her the right directions.



UNIT 3, EXERCISE 4

FILE 3

One of your suppliers is visiting you at your company. You have been working together for several years and you know a lot of the same people. Ask your partner about his/her two colleagues below. How are they and what are they doing?

- Frank Smith
- Juliette Lang

Your partner will ask you about these people, who work at your company. (Complete the gaps below before starting the role-play.)

Hilda Pearson

Hilda left your company two months ago. You think she has gone to work for a company in _____

(add a city), but you are not sure.

You have her new email address in your office, if your partner would like to contact her.

John Young

You have been working a lot with John on a project recently. He is very busy at the moment and quite stressed. He's going on holiday to _____

(add a country) next week and you think he needs a rest.