

Excuse me,

to our company.

I'm Seve and

take the stairs to the 1st floor.

Mr Henderson asked

are you Jane Beck?

Come this way,

this is Mark.

Welcome

me to meet you.

We need to

please.

I'm responsible

after visitors to the company.

My colleague makes

my work mobile after 6 o'clock

The receptionist looks

to my emails.

I always reply

my flight reservations.

I don't answer

for my boss's appointments.

How was

where Mr Brown is.

How is

time in Paris?

Is that your first

the hotel?

How long are

your flight?

Do you

do in the evening?

What should we

you staying in Berlin?

I'll check

like Italian food?

Please let me know

to ask you about your prices.

I would be grateful if

like to organize an event.

I am writing

if you can meet me.

I look forward to

a photograph of the facilities.

We would

meeting you soon.

Please include

you could organize a meeting.

Can you help me

reply to this email?

Are you able to

me as soon as possible?

Would you mind

able to meet me?

Could you contact

helping me?

Would you be

send a new offer?

I'll put you through

you later.

Can you

available at the moment.

I'll call back

to Jenny Lee.

I'm afraid she's not

still on the line.

I'm afraid she's

hold?

Speak to

hold.

Please

this afternoon.

Something's gone wrong

to our order?

What's happened

the delivery.

Can you give

up the package?

There's a problem with

with the reservation.

Could you pick

me a refund?

Are you available

11:30?

Would Monday morning

time on Wednesday?

Could you meet Mr lee at

on Friday morning?

Would it be possible for

Mr Lee to see you?

Do you have

be convenient for you?

They send their apologies

up the meeting.

The boss wants to move

but we're away on holiday.

I need to

back the flight by one hour.

We'd love to

for the delay.

The airline has put

adjust the schedule.

Would you like

a car to the airport?

Can we do

he needs anything.

Let us know if

me to call a taxi?

Shall I book you

can I do for you?

What

anything else for Ms White?