

Good afternoon. How can I help you?	<i>James Henderson.</i>
Could you wear this badge, please?	<i>I'm here to see Gina Woods.</i>
Can I have your name, please?	<i>Can you give me a pen, please?</i>
Please can you complete this form?	<i>Of course.</i>
Would you like to sit down?	<i>Just milk, please.</i>
Would you like a cup of coffee?	<i>Thank you.</i>

I'm sorry you have to wait.

*Please call me Jack.*

Would you like milk and sugar?

*Don't worry.*

What about you, Mr Roberts?

*No, but I'd like some water.*

Can you give me his extension?

*My pleasure.*

Well, thanks very much!

*What time today?*

Could I speak to Ms Richards?

*It's 4155.*

I'd like to speak to Mr Black.

**Hi, Jack!**

I'm calling about our meeting today.

***I'll put you through to him.***

This is Mark Twain calling from ATC.

***I'm afraid she's in a meeting.***

That's really kind of you!

***Thank you very much. It's lovely!***

How are you?

***Nice to see you again too!***

Good to see you again!

***Fine thanks, Jenny. And you?***

This is a gift from our country.

*You're welcome.*

I hope you enjoyed the presentation.

*I hope so too.*

Goodbye! Take care!

*My pleasure!*

So, see you again soon I hope.

*It was great.*

Thank you very much for looking after us.

*Thanks, bye.*

Bye. Have a good trip.

*Yeah, you too. Bye.*

