

1A, Pages 4 and 5, Exercises 4 and 5

1

A = Man, C = Christine

A: I need to do more exercise.

C: Really?

A: Yes. I'm trying to lose weight. How do you keep fit?

C: I go running with a friend.

A: Oh, I like running.

C: We usually go on Tuesdays and Saturdays.

A: Saturdays?

C: Yes. Do you want to come with us?

A: How far do you run?

C: About fifteen miles.

A: Oh ... That's a long way.

C: My friend's training for the London marathon.

A: Wow!

2

A = Man, G = Gudrun

A: Do you have any contact with the Indian offices?

G: Yes, we work with them all the time.

A: Oh, because we're working on a sales training project for some clients in Mumbai.

G: Uhuh.

A: And we need to deliver a training program.

G: How do you want to deliver it – over the web?

A: Yes.

G: Then you need to talk to Sameer Advani. He's responsible for web training.

A: Is he based in Mumbai?

G: No, Bangalore, but he travels a lot. He's working in Delhi at the moment.

3

A = Woman, R = Rob

A: Are you still here?

R: Yes, my car's at the service station. I'm waiting for them to call me.

A: Oh, I see. Which service station do you use?

R: I go to a place in Cherry Hill.

A: Is it good?

R: Yeah, excellent. It only costs fifty dollars for an oil change.

A: I need to find a new service station.

R: Do you want the address?

A: Yes, thanks.

R: Ask for Chuck. He's the owner.

A: OK.

R: And pay cash. I always pay cash. Chuck likes that.

A: OK.

R: Don't pay by credit card.

1C, Page 8, Exercises 5 and 6

1

N = Noburo Nakamura, R = Receptionist

N: Hi. I'm here to see Anne Baker.

R: May I have your name, please?

N: Yes, it's Noburo Nakamura.

R: OK, just a second, please ... OK, Mr. Nakamura. Have a seat. Anne will be down in a moment.

N: Thanks.

2

A = Woman, B = Man

A: Sorry to trouble you but I've got a problem.

B: What's that?

A: My son's sick. His school just called me.

B: Do they want you to pick him up?

A: Yes, I need to leave now. Could you cover for me?

B: Yes, of course.

A: Thanks very much.

3

A = Woman, B = Man

A: Are they for me?

B: Yes, three boxes. Where do you want them?

A: Over by my desk, please.

B: OK, can you sign here, please?

A: Certainly.

4

A = Woman, B = Man

A: Excuse me.

B: Yes?

A: I need to take some stuff up to the third floor.

B: Oh, do you need some help?

A: No, it's all right thanks but there's a trolley over there. Do you mind if I borrow it?

B: Not at all.

A: Thank you.

B: But could you bring it back?

A: Yeah, no problem.

1D, Page 10, Exercises 2 and 3

J = Julia, L = Lucy, P = Paul

J: Lucy!

L: Julia! Lovely to see you. Do you know, Paul?

J: No.

L: Oh, let me introduce you. Julia, this is Paul – one of my neighbours.

J: Nice to meet you, Paul.

P: And you.

L: Julia's my cousin. Our mothers are sisters.

P: Oh, really.

J: Yes. Do you live in the same building as Lucy, Paul?

P: Yes, I'm just renting a flat there while I finish my MBA.

J: So you're an MBA student?

P: Yes. I finish this summer.

L: Paul's looking for a job.

P: What do you do, Julia?

J: I'm a financial analyst.

L: Julia works very hard – never stops. I think she's a workaholic.

J: Oh, I'm not. But I think I need a holiday.