

1

 Interviews

A Adam and Isabel talk about entertaining visitors. Listen and fill the blanks in these summaries.



Adam Morton

Adam says that some visitors are ¹ [] working during the ² []. They are introduced to key people in the division, ³ [], directors and support ⁴ []. They are shown where the coffee machine and ⁵ [] are. Clients are not allowed in the ⁶ [] areas of the office. They are given lunch, coffee and ⁷ [] passes and are told about ⁸ [] precautions.



Isabel Boira Segarra

Isabel says that visitors are ⁹ ' [] ' (someone is with them most of the time). They are taken out to dinner so they don't feel ¹⁰ [] in the evening. Visitors who only come for a ¹¹ [] visit might have a meeting and ¹² [] and then go back.

B We asked Alex and James for advice when travelling on business. Tick the tips they mentioned.



Alex Young



James Arthur

- Arrive a day early to get used to the climate and time change.
- Don't be surprised by anything.
- Find out about the customs of handshakes.
- Go on a city sightseeing tour on your first morning.
- Go to every country with an open mind.
- Greet people in their national language.
- Learn to say a few sentences in the national language.
- Phone home every day.
- Read a guidebook before you go.
- Smile to show a positive attitude.
- Stay in the best hotel you can afford.

[Transcript and vocabulary on pages 73–74]

2

 Welcoming a visitor

 Unit 29

Listen to the phrases from A3 on page 62 in your Student's Book and practise saying them.