

Contents

1 Checking in

2 At a trade fair

3 Schedules

4 Companies

5 Meeting people

6 In the office

7 Work

8 Appointments

9 Directions and shopping

10 Reservations

11 Requests and offers

12 Socializing

4	1.1 Registration	1.2 Greetings
	1.7 Reservations	1.8 At a hotel
10	2.1 Where's booth 19?	2.2 Numbers 1–99
	2.7 Voicemail	2.8 Could you repeat that, please?
16	3.1 When's the meeting?	3.2 Meetings
	3.7 Visitors	3.8 On the phone
22	4.1 Three companies	4.2 My company
	4.7 A presentation	4.8 Numbers 100–999
28	5.1 Good to see you	5.2 Greeting people
	5.7 On the phone	5.8 Culture corner
34	6.1 Could I use your calculator?	6.2 Things in the office
	6.7 On the phone	6.8 Culture corner
40	7.1 Jobs	7.2 Duties
	7.7 On the phone	7.8 Culture corner
46	8.1 Two meetings	8.2 Months
	8.7 Getting together	8.8 On the phone
52	9.1 The city center	9.2 Directions
	9.7 Buying a gift	9.8 On the phone
58	10.1 Making a reservation	10.2 Making a restaurant reservation
	10.7 On the phone	10.8 Culture corner
64	11.1 In the office	11.2 Requests
	11.7 On the phone	11.8 Culture corner
70	12.1 In a coffee shop	12.2 At the counter
	12.7 Meeting up	12.8 Role play

1.3 Introducing yourself	1.4 Letters of the alphabet	1.5 I'm with TDK	1.6 Spelling a name
1.9 On the phone	1.10 Culture corner		
2.3 Location	2.4 Where's your booth?	2.5 Where's the restaurant?	2.6 Phone numbers
2.9 On the phone	2.10 Culture corner		
3.3 Days of the week	3.4 Clock times	3.5 Schedules	3.6 A visit schedule
3.9 Culture corner			
4.3 Countries	4.4 Cities	4.5 Nationalities	4.6 Company information
4.9 Street addresses	4.10 On the phone	4.11 Culture corner	
5.3 Meet and greet	5.4 Introducing people	5.5 At the airport	5.6 Flight information
6.3 Cubicle life	6.4 Electronics	6.5 Netbooks	6.6 An electronics store
7.3 Jobs and duties	7.4 Your job	7.5 Instructions	7.6 More instructions
8.3 Ordinal numbers	8.4 Dates	8.5 Clock times	8.6 Scheduling a meeting
8.9 Culture corner			
9.3 Going shopping	9.4 Numbers 1,000–1,000,000	9.5 Money	9.6 Buying things
9.9 Culture corner			
10.3 Reserving a flight	10.4 Time periods	10.5 Making a hotel reservation	10.6 Renting a car
11.3 Could you ...?	11.4 Deadlines	11.5 Offers	11.6 A class party
12.3 Places	12.4 Invitations	12.5 Food	12.6 Restaurants
12.9 On the phone	12.10 Culture corner		