

(Read this direction silently.)

➤ Read the following words and sample sentences with your student.

Please read after me.

Word	Definition	Sample Sentence
v. excuse	politely getting someone's attention	Excuse me. Could you tell me where the accounting department is?
v. disturb	stop someone from doing something	I'm sorry to disturb you.
n. secretary	person who handles routine work in the office	I am the new office secretary .
v. deliver	to bring something to someone	My boss asked me to deliver this to Ms. Williams.
n. ledger	a book or collection of financial accounts	Ms. Williams needs the ledger now.
adv. around	close to a place	See you around the office.

(Read this direction silently.)

- Read the whole dialogue as clearly as you can.
This will be your student's guide in choosing the appropriate word for each blank.

TUTOR (1) Excuse me. I'm sorry to (2) disturb you, but could you please tell me where the accounting department is?

STUDENT Sure, no problem. Go up the stairs to the third floor, then turn right. The second door is their office. Are you a new employee?
I haven't seen you here before.

TUTOR Yes, I'm the new (3) secretary of Mr. Brown. By the way, my name is _____ and I'm from the purchasing department.
My boss asked me to (4) deliver these (5) ledgers to Ms. Williams.

STUDENT Oh, yes! She's the accounting manager. I'm _____. Nice to meet you and welcome to the company.

TUTOR Thank you so much for your help, _____. It's nice meeting you, too. I better get going. My boss said Ms. Williams needs these right now.

STUDENT You are welcome _____. See you (6) around then.

- After you read the whole dialogue, ask your student to choose the appropriate word for each blank.

What is the missing word in blank no. ___? (1) to (7)

Activity 3 Dialogue

4 min

(Read this direction silently.)

- Refer to the dialogue in Activity 2. Read the dialogue with your student.
Make sure all blanks are filled in before reading it aloud with your student.

(Read this direction silently.)

➤ Read the following statements below and ask your student to choose the appropriate response.

1. Excuse me, could you please tell me where the accounting department is?

- a. No, I'm busy.
- b. Okay.
- c. No, just ask the waiter.
- d. **Sure, no problem.**

2. Are you a new employee? I haven't seen you here before.

- a. I am new yesterday.
- b. **Yes, I'm the new secretary here.**
- c. No, of course.
- d. Yes, I'm a veteran.

3. My name is Karli and I'm from the purchasing department.

- a. Hi, Karli.
- b. Thanks.
- c. Hello!
- d. **I'm Marie. Nice to meet you.**

4. I'm Marie. Nice to meet you.

- a. Good bye, Marie.
- b. Thanks to you.
- c. **It's nice meeting you, too.**
- d. Same here, Marie.

5. Thank you so much for your help.

- a. I apologize.
- b. **You are welcome.**
- c. Okay then.
- d. Next time.