



## Unit 23 Meeting and greeting

### Task 01

Announcer: Tom's first day at work.

Anne: Good morning. Can I help you?

Tom: Yes, I'm Tom Baker, I'm the new sales assistant. I had an appointment with Ms Smith at 8 a.m. I'm running a little late, sorry! My alarm clock didn't go off.

Anne: Ah, yes. Please wait for a minute, while I fetch her.

Ms Smith: Good morning, Tom. Great to see you. Please come with me. Tom, would you mind pulling your trousers up a bit? We don't want the customers seeing your underpants!

Tom: Oh, yes, of course. Sorry, I didn't know that all your staff wore suits at work.

Ms Smith: Well, we are a superior men's wear shop. Never mind, but please look at our dress code. I did send it to you in my last email. Let me introduce you to your colleagues. You've already met Anne. She's our 3<sup>rd</sup> year apprentice. You'll be able to learn a lot from her. She's very good at her job. Then there is Jack. He'll be your supervisor.

Tom: Good morning, **Jack**. Nice to meet you! (*mobile phone ringtone ...*)

Oh, sorry, that must be my girlfriend. She probably wants to know how it's going.

Jack: Nice to meet you, too, Tom. Please have your mobile phone on silent mode at all times ... and never use it when customers are around.

Tom: Ok, **Jake**. It won't happen again.

Ms Smith: I'll leave you now with Jack. He'll show you how to fold shirts first. That way you'll be in the storeroom today, out of the customers' view.