

# PART I

## A BUSINESS TRIP



■ LISTEN AND READ.

# 1

## Lesson

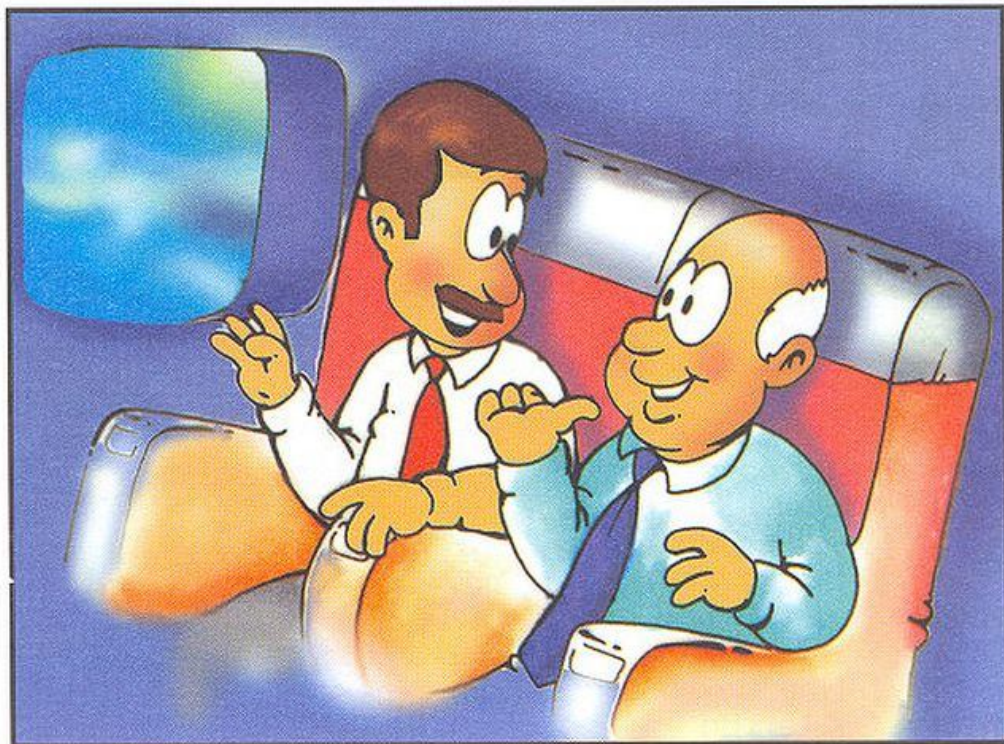
First (1st)  
Lesson

My name is Tom Kelly. I'm 35 years old. I'm an engineer. I work at World Systems Corporation. I'm traveling to Los Angeles for the opening of our new branch office. Sitting beside me is Mr. Clark Stevens, the president of the company.

My wife, Betty, and our children, Ken and Sue, are in New York. They will come to California in June, when the kids finish school.

My friends, Fred Murray and Robert Stephenson, are working in Los Angeles. They made all the arrangements for the opening. It was very hard work, but fortunately it is now finished. Everything is ready for tomorrow. It will be a very important event. A luncheon will be served after the ceremony. We invited a lot of people. We expect to see old friends, suppliers and clients.

The flight is now coming to an end. We're going to land at Los Angeles International Airport. It's 6:30 p.m. Fred, my assistant, will meet us at the airport.



■ ANSWER:



1. What's the engineer's name?

2. How old is he?

3. Where does he work?

4. What's his wife's name?

5. How many children do they have?

6. Who is Mr. Clark Stevens?

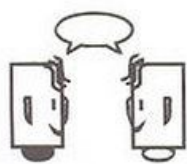
7. Where did the plane land?

8. When is the branch office opening?

9. Who is waiting for them?

10. Where will the opening take place?

## PART II



# AT THE AIRPORT

**FRED MURRAY:** Welcome to L.A..

**TOM KELLY:** Hi, Fred. Good to see you. I'd like to introduce you to Mr. Clark Stevens, the president of the corporation.

**CLARK STEVENS:** How do you do, Mr. Murray?

**FRED MURRAY:** Fine, thank you. How are you? It's a pleasure to have you here. I was looking forward to meeting you.

**CLARK STEVENS:** It's a pleasure to meet you, too. How was your flight?

**TOM KELLY:** We had a little turbulence. Nothing serious. How's everything going, Fred?

**FRED MURRAY:** Pretty good. We can't complain.

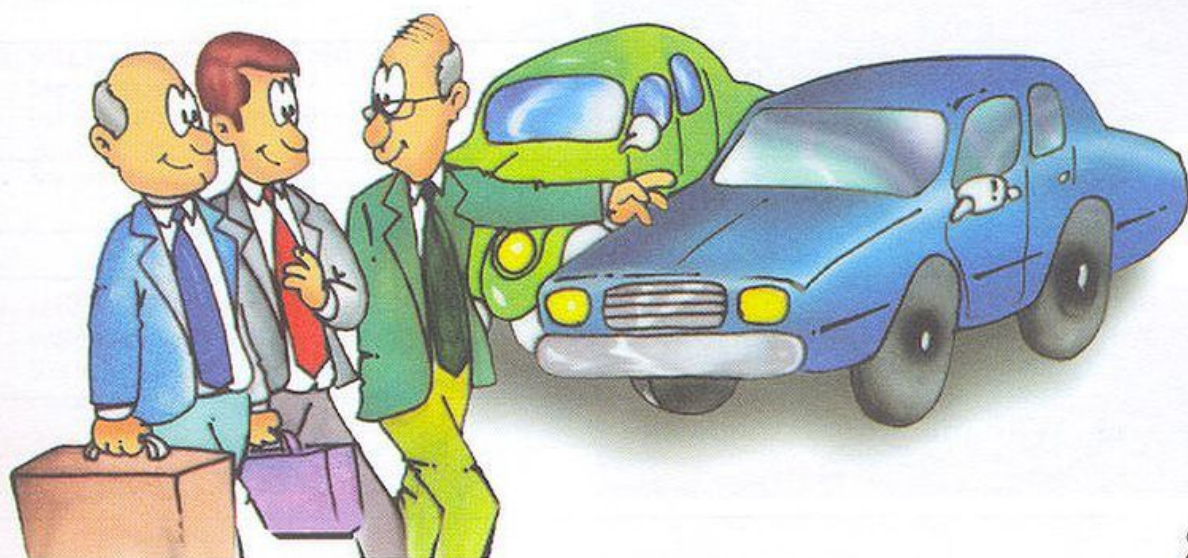
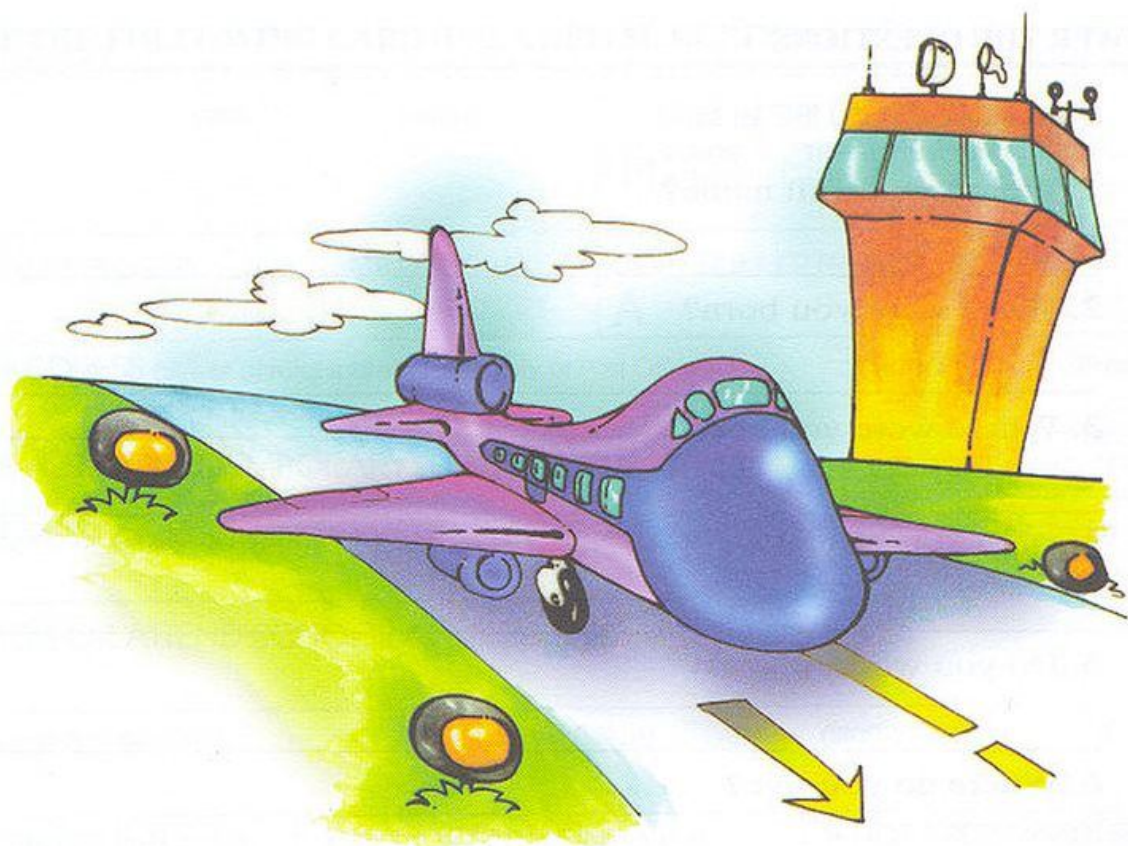
**TOM KELLY:** How are Nancy and the kids?

**FRED MURRAY:** Fine, Nancy just got a new job and Billy and Kathy are finishing school... Let me take your bags. I parked my car near here.

**TOM KELLY:** O.K. Let's go.







## ■ ANSWER THE QUESTIONS



1. What's your full name?

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2. When were you born?

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3. Where were you born?

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4. How old are you?

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5. Do you work or study?

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6. Where do you live?

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7. Are you married or single?

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8. Do you have any children?

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9. Do you have a car?

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10. How do you get to class?

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11. Have you ever flown on an airplane?

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12. If so, when was your last flight?

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13. At which airport did you arrive?

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14. How was the flight?

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15. Who met you at the airport?

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**FILL OUT THE FOLLOWING CARD (USE CAPITAL LETTERS).**

NAME (LAST) (FIRST) (MIDDLE)		<b>I AM IN THE UNITED STATES AS A:</b> <input type="checkbox"/> VISITOR <input type="checkbox"/> PERMANENT RESIDENT <input type="checkbox"/> STUDENT <input type="checkbox"/> OTHER _____ (Specify)	
COUNTRY OF CITIZENSHIP	DATE OF BIRTH	COPY NUMBER FROM ALIEN CARD <b>A</b>	
PRESENT ADDRESS (Street or rural route)		(City or Post Office)	(State) (ZIP code)
(IF ABOVE ADDRESS IS TEMPORARY) I expect to remain there _____ years _____ months.			
LAST ADDRESS (Street or rural route)		(City or Post Office)	(State) (ZIP Code)
I WORK FOR OR ATTEND SCHOOL AT: (Employer's Name or Name of School)			
(Street Address or rural route)		(City or Post Office)	(State) (ZIP Code)
PORT OF ENTRY INTO U.S.	DATE OF ENTRY INTO U.S.	IF NOT A PERMANENT RESIDENT MY STAY IN THE U.S. EXPIRES ON: (Date)	
SIGNATURE	DATE		
AR-11 (REV. 3-21-79) N		CPO: 1879-0-288-512 OMB Appvd. N° 43-r0038	

## PART III



**LISTEN.**

# INTRODUCTIONS

**FORMAL**

### 1. INTRODUCING OTHERS

I would like to introduce...  
May I introduce...  
Allow me to introduce...

### 2. SELF INTRODUCING:

May I introduce myself?  
Let me introduce myself,  
How do you do?  
My name is...

**HOW DO YOU DO?  
IT'S A PLEASURE TO MEET YOU.  
IT'S NICE TO MEET YOU.**

**INFORMAL**

### 1. INTRODUCING OTHERS

William, meet (Mr. X, my friend)  
This is...  
I want you to meet...

### 2. SELF INTRODUCING:

Hi, I don't think we've met.  
Hello! I'm...  
Hi, my name is...

**HI! PLEASED TO MEET YOU.  
HELLO! NICE TO MEET YOU.  
HOW ARE YOU DOING?**



# vocabulary

■ MAKE SENTENCES FOR THE FOLLOWING WORDS:

1. BRANCH OFFICE

2. CORPORATION

3. ARRANGEMENTS

4. OPENING

5. LUNCHEON

6. SUPPLIERS

7. PLEASURE

8. FORWARD

9. JOB

10. FLIGHT

