

Instructions: Use the cues to write out this role play. Then listen to the audio.

Manager

Morning/meeting

"Good morning everyone. Thank you for coming to this meeting."



Yes/ company/well/home market



Looking/Singapore/Malaysia/first



Possible partners/trade show/last month



Market research/ location



Open office/6 months

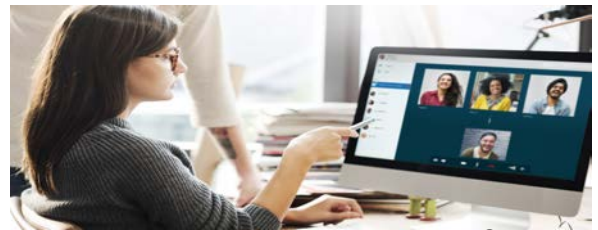
Meet/next week/ details

Assistant

Morning/about/expansion plan?



Great news/which countries?



Any contacts/there/already?



Moving fast/ first step?

When/ start/expansion?



Exciting/help prepare/research report



Put/calendar