

Visiting a Company

Lisez le script de l'enregistrement et surlignez les expressions qui correspondent aux points mentionnés à droite (pensez à préciser le code couleur utilisé) :

Prise de contact

Approbation

Complément d'information

Situer dans l'espace

Mandy : "Good morning, Mr Bronson. "

Mr Bronson : "Oh ... Hello, Mandy, thanks for coming. This is Mary Hillford... er ... Mandy Brown."

Mandy: " Hello ,Mary"

Mary: " Pleased to meet you.

Mr B. " Mandy, I would like you to show Mary around the offices. Is that OK?"

Mandy: "OK...I'll take her for a little tour."

Mr B: "Good idea. I'll see you later this afternoon when I get back, Mary. Let's say.... 3 o'clock, OK? Bye."

Mandy: "Ok Mary, we'll start from the reception. Let's go back there."
(...)

Mandy: "Here we are...er... back at the entrance."

Mary: "Ok".

Mandy: "On the right, we have the reception, where Sally and Sarah work."

Mary: "Yes..."

Mandy: "Just opposite, there is Miss Marple's office; she is Mr Bronson's secretary but she is on leave at the moment.

Mary: "Uh...huh..."

Mandy:" Next to the reception, there is Mrs Santini's office. She is Mr Gruber's secretary. Mr Gruber who is not in at the moment, is our general manager. Well, there are moments when he is very demanding...you know. But that's the way it is! His office is next to Mrs Santini's, it's the second door on the right."

Mary: "I see...And what is the room opposite to Mr Gruber's office?"

Mandy: "Oh it's the marketing department, more exactly, the secretary's office. Just ahead of us, you can see the bookkeeping. Let's turn left!"

Mary: "I suppose the finance department is on our right."

Mandy: "Exactly. The last door on your right is the accounts manager's office. And opposite, you have the marketing director's office. If you go straight on and go out of the building, you have the restaurant, which is only open on lunchtime. But we get our tea and coffee from machines – there is one in the corridor. I'll show it to you- and another one in the staff room, on the first floor.

Mary: "Uh...huh..."

Mandy: "Let's go back in the other part of the corridor. Well, just after the bookkeeping, the two doors on the left are the conference room. There are photocopiers in each department but here it's colour copy and all the rest.... And before turning right..."

Mary: "What about this door?"

Mandy: "Well, this is the way to the workshop, the production department and the two warehouses. Have a look! Can you see the buildings?"

Mary: "Yes."

Mandy: "The old warehouse which is at the far end is going to be enlarged. But we will go and see this place later on... Then, there are the stairs and the lift to the upper floor... This is where you will work.

Mary: "In the sales department, is that right?"

Mandy: "Yes. And on the upper floor, there are also the research and development department, the training rooms, and a staff room where we can relax. There is also the records room... Let's go upstairs now..."

Mary: "I suppose the toilets must be one of these doors."

Mandy: "Yes, and this door is the stationary, between the lift and the toilets. Let's go up ..."