

# Inhaltsverzeichnis

## 1 Meeting a visitor

- Greeting someone you know
- Greeting someone you don't know
- Saying sorry
- Offering help
- Making small talk about the trip

welcome good to see you  
my pleasure how are you?  
how was your trip? that's ok  
are these your bags?

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## 2 Talking about plans

- Making visitors feel welcome
- Saying you want to freshen up
- Talking about travel options
- Explaining the schedule
- Asking questions about the schedule

something to drink?  
I'll pick you up **first appointment**  
**freshen up** is it far from here?  
grab some lunch

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## 3 Welcoming a visitor to the company

- Arriving at a company
- Giving directions around the office
- Checking understanding

come this way elevator  
**you're welcome**  
a cup of tea what do you mean?  
lovely to see you again

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## 4 Chatting with colleagues

- Introducing colleagues
- Welcoming a new colleague
- Talking about people you both know
- Talking about where you are from
- Departments

where are you from?  
**good to see you**  
have you two met? **in touch**  
R&D **sales** I'm good,  
thank you!  
HR

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## 5 Entertaining a visitor

- Asking for sightseeing tips
- Giving sightseeing tips
- Asking for directions
- Giving directions
- Inviting
- Accepting or refusing invitations

excuse me  
join us for dinner **any tips**  
**how about tomorrow?**  
**I'm lost** I'm sorry but I'm busy  
next to the hotel

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## 6 Eating out

- Talking about what to eat
- Helping with the menu
- Ordering a meal
- Paying for the meal
- Before and after the meal

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**try it** don't mention it  
**enjoy your meal** this is on me  
**vegetarian ready to order**  
**cheers!** are you hungry?  
I can't eat seafood

## 7 Making small talk

- Talking about the weather
- Discussing family relationships
- Talking about free-time activities

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**do yoga** married  
I hate gardening **lovely today**  
**grown up** separated hobbies  
what's the **play cards**  
weather like?

## 8 At a business event

- Starting a conversation
- Taking part in discussions
- Talking about what you do
- Ending a conversation

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**haven't we met before?**  
nice talking to you **networking**  
**take my card**  
really have to **I'm sorry**  
leave now unfortunately

## Anhang

Page 54 Transcripts

Page 55 Answer key

Page 59 Key phrases (English–German)

Page 68 A–Z wordlist

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## Symbole und Abkürzungen

02 Tracknummer



Partnerarbeit

AE amerikanisches Englisch

BE britisches Englisch

sb. somebody (jemand)

sth. something (etwas)