



Betsy: Hi Brian, this is Betsy. How are you doing?

Brian: I've just returned from the **Head Office**. The weather is great! Boston is a great city!

Betsy: Have you met Frank yet?

Brian: No, I haven't seen him yet. We have a meeting at 10 o'clock tomorrow morning. We are going to meet then.

Betsy: Have you made your **presentation** yet?

Brian: Yes, I made the presentation yesterday afternoon. I was very **nervous**, but everything went well.

Betsy: Has **management** given you any **feedback** yet?

Brian: Yes, I've already met with the **sales director**. We met **immediately** after the meeting and he was impressed with our work.

Betsy: That's great Brian. Congratulations! Have you visited any museums yet?

Brian: No, I'm afraid I haven't had any time yet.

I hope to take a tour around town tomorrow.

Betsy: Well, I'm happy to hear that everything is going well. I'll talk to you soon.

Brian: Thanks for calling Betsy. Bye.

Betsy: Bye

VOCABULARY:

1. The _____ is located at the top floor.
2. I prepared for my _____ for my report.
3. The company _____ made some new rules for the employees.
4. After my presentation, I received very good _____ from the audience.
5. The _____ called for a meeting for the marketing department.
6. I felt _____ when I started my report.
7. As fast as I can, I _____ ran to the head office to give my report.
8. The company director was so _____ with the working performance of the staff.

COMPREHENSION:

- a. Presentation
- b. b. head office
- c. c. immediately
- d. d. impress
- e. e. management
- f. feed back
- g. Nervous
- h. sales director

1. What was Brian doing before Betsy called?
2. Who is Frank?
3. Why is Brian in Boston? What's the important thing that he's going to do?
4. How's the weather in Boston?
5. What was the feedback of the management from Brian's performance?