

Contents

Unit 1 Meeting People

Lesson 1	Meeting a Friend by Accident	2
Lesson 2	You Wouldn't Be Tom Hanley, Would You?	8
Lesson 3	Allow Me to Introduce Myself	14
Lesson 4	It's a Pleasure to Meet You	20

Unit 2 Making Plans

Lesson 5	Let's Do Lunch	26
Lesson 6	Making an Appointment	32
Lesson 7	Let's Have a Party!	38
Lesson 8	I Need a Vacation!	44

Unit 3 Giving Information

Lesson 9	I Think I'm Lost	50
Lesson 10	May I Take a Message?	56
Lesson 11	Calling and Leaving a Message	62
Lesson 12	Leaving a Voicemail Message	68