



Unit 4 Setting up a home office

Practice

1 PAIRS. Practice the conversation. Then switch roles.

A: Excuse me.

B: Yes? (1) Can I help you?

A: Where are the (2) folders?

B: Right over here.

A: (3) How much are they?

B: Let's see. (4) They're \$8.50 a box.

A: OK. (5) I need one box.

B: Anything else?

A: (6) No, thanks.

Substitute

2 PAIRS. Use the substitutions in the box to create a new conversation. Practice the conversation. Then switch roles.

For example,

A: Excuse me.

B: Yes? May I help you?

A: Where are the printers?

Student A	Student B
(2) printers	(1) May I help you?
(3) How much is the Star Printer?	(4) It's \$89.
(5) I'll take it.	
(6) That's all. Thanks.	

Personalize

3 PAIRS. Role-play the conversation. Use your own words for the underlined parts. Then switch roles.