

Name: _____

Date: _____



Erika: I hear the workshop schedule for new recruits has been put up. Have you seen it yet?

William: Yes, it's for the week beginning June 25. Each division will hold workshops in different rooms, but the main presentations will be held in Conference Room 21D.

Erika: Do we need to register for them somewhere or submit our names to someone?

William: Yes, we have to confirm we'll be going through our managers by this afternoon. They'll give us brochures containing all the information we need.

1. Have you seen _____?

2. The _____ will be in different rooms.

3. Do we need to _____?

4. I have to confirm _____.

5. You have to _____ by this afternoon.