Listening: A1

A request from your boss

Listen to some requests from a manager to practise and improve your listening skills.

Task 1

Match the beginnings and endings of the phrases.

the customer	a meeting room	to the meeting
to the customer	a report	a presentation

1. send an email ……
2. visit ……
3. reserve ……
4. invite people ……
5. write ……
6. give ……

Task 2

Match the tasks in order of priority (1-4).

Visit the customer.	1
Send an email to the customer.	2
Reserve a meeting room.	3
Invite people to the meeting.	4

LIVEWORKSHEETS