

## A request from your boss

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

### Before listening

Do the preparation task first. Then listen to the audio and do the exercises.

### Preparation task

Write the sentences in the correct group.

There's no hurry.	It's important.	Take your time.
Do it when you have time.	Do this first.	This is a priority.
<b>Urgent</b>	<b>Not urgent</b>	

### Tasks

#### 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**

Write a number (1–4) to put the tasks in order of priority.

\_\_\_\_\_ Visit the customer.

\_\_\_\_\_ Send an email to the customer.

\_\_\_\_\_ Reserve a meeting room.

\_\_\_\_\_ Invite people to the meeting.

**Discussion**

Do you sometimes help other people with their work? What do you do for them?