

Listen and arrange the correct sentence.

Amelia: Hello, everyone. I am Amelia, and I am the new secretary.

Lilly:

Amelia: Nice to meet you too, Lilly. I am excited to be part of the team.

Lilly: Can you tell us a little about your background?

Amelia:

Lilly:

Amelia: I worked for Dharawadee Production.

Lilly: What did you enjoy most about your previous job?

Amelia:

Lilly:

Listen and answer “True or False”

True or False Quiz

1. Person A is free tomorrow morning.

Answer:

2. Person B suggests meeting at 3 PM.

Answer:

3. The meeting will be in the conference room.

Answer:

4. Person A will prepare the documents for the meeting.

Answer:

5. The meeting is scheduled for 2 PM.

Answer:

6. Person A asked to schedule a meeting.

Answer:

7. Person B is available tomorrow afternoon.

Answer:

8. The purpose of the meeting is to discuss a new project.

Answer:

9. Person A and Person B will meet today.

Answer:

10. Person B suggested meeting in the break room.

Answer: