

UNIT 3

1 Look at Mr Larson's timetable. Then complete the sentences below with the correct time in words.

< Timetable	
09:00-10:20	– meeting with Financial Director
10:30-13:00	– visitors from Japan
13:15	– lunch with Mrs Larson
18:45	– flight to Berlin
23:00	– arrive in Berlin

- Mr Larson has got a meeting with the Financial Director from to
- The visitors from Japan are arriving at and leaving at
- Mr and Mrs Larson are having lunch at
- Mr Larson is flying to Berlin at
- He is arriving there at

2 Circle the correct answer to show you understand the words in bold.

- You **take minutes**
a. at a meeting b. in the laboratory
- You **distribute post** to people from different
a. countries b. departments
- You use a ... to **send e-mails**.
a. clock b. computer
- You **file documents** to ... them.
a. save b. send
- I often **order office supplies** like
a. milk, coffee and tea
b. pens, pencils and paper

3

Match A to B. Pay attention to the words in bold.

A

- Can I please speak to Ms Martin?
- Cathy, I need to see the Managing Director this week.
- Dave, I'm leaving the office for about an hour.
- Linda, I need some information about a company called MayJewels.
- Jerry, the meeting will start at 11.00, not at 9.00.
- We need a copy of this report for everyone at the meeting.

B

- OK, I'll **make ten photocopies**.
- She's not in right now. Can I **take a message**?
- I'll **search the Internet** to see what I can find.
- OK. Should I **answer the phone** while you're out?
- I'll **send an e-mail** to everybody about the change.
- OK. I'll **schedule a meeting** for you.