LISTEN TO THE AUDIO AND FILL IN THE MISSING WORD.

Take your time, It's important. help, write, presentation, Can you help, email, Right, task, problem, week, meeting, invite , customer, sure , prepare, team, managers, visit, priority

Susanne: Hi, Mario. _____ me _____ some things for the next month?

Mario: OK, _____. What can I help you with?

Susanne: I need to visit the _____ in Germany. _____

Mario: What can I do to_____ ?

Susanne: Can you send an_____to the customer? Ask them when I can

_____them next week. Please do this first. It's a _____ and very urgent.

Mario: _____. I'll do it today.

Susanne: Thanks. This next _____is also important. Can you _____everyone to

the next _____ meeting?
Mario: Yes, I will.

Susanne: But first you need to book a _____ room. After that, please send everyone an email about it.
Mario: Yes, of course.

Susanne: And finally, can you _____ a short report about our new project? I have to give a

_____ to our _____ next month. Please do it when you have time –

sometime in the next two or three weeks. It's not too urgent.

Mario: Sure, no _____. I can do it this _____.

Susanne: There's no hurry. _____.

LIVEWORKSHEETS