

**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. \_\_\_\_\_.