

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. _____.