

UNIT 1 > Working day

Lesson 1.2 A work plan

Vocabulary A Match the sentence halves.

- | | |
|--|---|
| 1 We always talk about costs at | a book a meeting room. |
| 2 Each team member presents the latest news at | b the budget meeting. |
| 3 For the meeting on Friday, I need to | c the agenda for planning meetings. |
| 4 Ewan creates | d from each person in the team. |
| 5 Ella sends out | e the planning meeting. |
| 6 They calculate | f for the management meeting. |
| 7 I need to prepare a presentation | g production costs for all of our projects. |
| 8 We always get an update | h the brief for new projects. |

B Complete the sentences with one word. The first letter is given.

- Do you usually **b**_____ a meeting room?
- I often **s**_____ out the agenda before a meeting.
- We always get an **u**_____ from each team member.
- Who usually **p**_____ the presentation?
- He never **c**_____ the project briefs. That's my job.
- They calculate **p**_____ costs before budget meetings.
- The **b**_____ tells us how much we can spend.

C Choose the correct option to complete the sentences.

- A:** *Shall / Don't* we meet at the company office?
B: Yes, OK.
- A:** We need to *increase / change* the time of the meeting.
B: How *busy / about* Wednesday at 2 p.m.?
A: Wednesday is good. *See / Call* you then.
- A:** I work in London on Friday afternoon. How about *then / that*?
B: Yes, that's *true / fine*. I'm available then.
- A:** Are you *available / fine* on Thursday the 14th, in the morning?
B: Sorry, I'm afraid I'm *busy / fine* then.