

Use the phrases from topic #2 (Time).

Dialogue 1: Planning a Budget Meeting

Emma: So, do we have a final budget for the new project?

Jack: Not exactly, but I can give you _____ (an approximate number) — _____ (around) \$50,000.

Emma: That's a bit vague. Can we narrow it down?

Jack: Well, I'd say it'll be somewhere in between \$48,000 and \$52,000, _____ (plus or minus) a couple of thousand.

Dialogue 2: Scheduling a Meeting

Mike: Can we move the team meeting to Thursday?

Sarah: Actually, we need to _____ it _____ (to reschedule it for an earlier time) to Wednesday because of the deadline.

Mike: Wednesday? I _____ (don't have much time) that day. Can we _____ it _____ (to reschedule it for a later time) to Friday instead?

Sarah: Sorry, but Friday is too late. It's _____ (the busiest time) right now.

Dialogue 3: Catching a Flight

Tom: Our flight is at 6 PM. What time should we leave for the airport?

Lisa: I'd say 3 PM, _____ (maximum).

Tom: That early? I think 4 PM should be fine.

Lisa: No way! With traffic, we'd _____ (leave barely enough time). Let's leave at 3:30 PM at the latest.

Dialogue 4: Project Delays

David: Our presentation was supposed to be today, but we're not ready.

Lena: Maybe we can _____ (postpone) it until next week?

David: I don't think we have that much _____ (extra time just in case) in the schedule. Let's just _____ (pause) it and review our progress tomorrow.

Dialogue 5: Last-Minute Plans

Chris: Hey, can you cover for me tomorrow?

Jake: Tomorrow? That's kind of last-minute... but I guess I can.

Chris: Thanks, I really appreciate it!

Jake: Just don't make this a habit. I can't always step in _____ (without a warning in advance).