

Lesson 5.2 Vocabulary

2 Complete the sentences with the words in the box.

arrange ~~cancel~~ launch postpone quality range

0 I have to cancel our meeting. I didn't finish an important report.

1 Can you our meeting with Sato? I have a conference that week.

2 We have 25 different items in our product

3 Our product is very high. That's why our customers love us.

4 I want to a meeting with someone from IT next week.

5 Our new product is on the 13th January.

Lesson 5.1 Grammar

3 Complete the sentences with the correct form of the verbs in brackets.

0 Taylor's giving (give) an important presentation.

1 She (not work) from home today.

2 At the moment, Mo (make) a phone call.

3 I'm very happy I (not travel) this week.

4 Mark and Sari (write) the minutes for us today.

5 We (not sell) the TR-10 now. We stopped.

Lesson 5.3 Grammar

4 Complete the future arrangements with the correct form of the verbs in brackets.

A: Hi, what ⁰are you doing (you do) later today?

B: I ¹ (write) that report, and then
² (we / meet) at 1.30?

A: A client ³ (visit) our office at
1 o'clock and we ⁴ (go) to a
restaurant. Can we postpone our meeting to
tomorrow?

B: Sorry, I ⁵ (not work) tomorrow.
It's my day off.

___/5

Lesson 5.4 Functional language

5 Put the sentences (A–K) in the correct order to make conversations.

Conversation 1

A Ben: I'm sorry, but I don't know what to do.

B Ben: Yes, I'll help if I can. What do you
need?

C Ben: Why don't you ask Danni?

D Ann: OK, good idea.

E Ann: Could you help me? 0

F Ann: I can't start my laptop.

Conversation 2

G Lea: I'm afraid I can't help you at the moment. I'm
working on this presentation.

H Tom: OK, good idea. I'll call her.

I Tom: Oh. Of course. Who can help with this
invoice?

J Lea: Maybe Andrea can help.

K Tom: Could I ask you for some help?

___/10

1 Complete the email with the phrases in the box.

can meet can't do free on I'd like to I'm visiting we meet

To: chrishopkins@apm.co.uk

From: stevelanceton@apm.co.uk

Subject: Project meeting

Hi Chris,

Can ¹ _____ on Monday? ² _____ talk about the new project.

I ³ _____ in the morning, but ⁴ _____ clients in the afternoon.

I'm ⁵ _____ Thursday morning if you ⁶ _____ Monday.

Thanks,

Steve

Exercise 2

Match the sentence halves.

Can we meet on

I'm sorry, I'm busy on

I'm not working

Can you do half

Can we arrange a meeting

We need to finish the meeting by

past ten?

for Thursday?

Thursday?

in the office on Monday.

twelve o'clock.

Monday.