LESSON 3 UNIT 5

VOCABULARY Meeting preparation

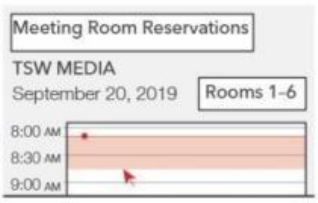


Lots of meetings with the design team this week, presenting ideas to clients. Wish me luck!

A ▶05-12 Listen. Then listen and repeat.

















1. order refreshments	**5.** Send an invitation
2. make photocopies	**6.** Write an agenda
3. arrange a video call	**7.** Create a presentation
4. check equipment	**8.** Reserve a meeting room

UNIT 5, LESSON 3 *HAVE TO / NEED TO* FOR OBLIGATION AND NECESSITY

A ▶05-13 Listen to the conversations. Circle the statements that are true.

1. a. Lily needs to meet Tim. b. He doesn't have to introduce Tim.
2. a. He has to send Kevin an invitation. b. Kevin doesn't need to be at the meeting.
3. a. She doesn't need to get drinks. b. She doesn't have to order lunch.
4. a. She needs to reschedule. b. She doesn't have to reserve a room.
5. a. He has to make more copies. b. He didn't have to make so many copies.
6. a. Carlos needs to go to the presentation. b. Carlos doesn't have to speak Spanish.
7. a. She has to ask Claire for new headphones. b. She doesn't need to order new headphones.
8. a. He doesn't have to meet new clients. b. He needs to be on time tomorrow.

B Complete the sentences with the correct form of *need to* or *have to*. More than one answer may be possible.

1. You don't have to / don't need to make photocopies. We can email it to everyone instead.
2. Sorry I'll be a little late. I _____ meet a new client at the downtown office this morning.
3. Thank you so much for buying my lunch! You _____ do that.
4. You _____ set up your webcam before our video call tomorrow. Do you need help with that?
5. James can't be here this afternoon. He _____ take his daughter to the doctor.

LIVEWORKSHEETS