Listening: A2

Changing a meeting time

Listen to two colleagues arranging a meeting to practise and improve your listening skills.

Before listening

Do the preparation task first. Then listen to the audio and do the exercises.

Preparation task

Match the definitions (a–f) with the phrases (1–6).

Phrases	Definitions
1. ..... to cancel a meeting	a. to change the time or date of a meeting
2. ..... to confirm a	b. to have a meeting at a later time or date
3. ..... to bring a meeting forward	c. to have a meeting at an earlier time or date
4. ..... to postpone a meeting	d. to say that a meeting will happen
5. ..... to move a meeting	e. to say that you will go to a meeting
6. ..... to accept an invitation to a meeting	f. to decide that a meeting will not take place

Task 1

Choose the sentence that is correct.

1. The meeting time

a. The meeting was first planned for 9 a.m.

b. The meeting was first planned for 11 a.m.

c. The meeting was first planned for 1 p.m.

2. Moving the meeting

a. Lucy wants to cancel the meeting.

b. Lucy wants to bring the meeting forward.

c. Lucy wants to postpone the meeting.

3. The new meeting time

a. The new meeting time is 9 a.m.

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b. The new meeting time is 11 a.m.

c. The new meeting time is 1 p.m.

4. The agenda

a. Anna has already sent the agenda.

b. Anna is sending the agenda now.

c. Anna will send the agenda later.

5. Lucy's presentation

a. Lucy is nervous about her presentation.

b. Lucy is looking forward to her presentation.

c. Lucy isn't ready to give her presentation.

6. Telling the other people

a. Lucy will tell the others about the time change.

b. Sven will tell the others about the time change.

c. Anna will tell the others about the time change.

Task 2

Complete the sentences with words from the box.

accept	bring	agenda	
forward	postpone	invitation	cancel

1. I sent an ..... with the topics for the meeting.

2. Could we ..... the meeting to a later date?

3. Could we ..... the meeting ..... to an earlier time?

4. The project has been stopped. So we need to ..... the meeting.

5. I'll send a meeting ..... with the time and place.

6. I'll ..... the invitation when I get it.

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