

## Changing a meeting time

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

### Before listening

#### 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 meeting         | 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 | f. to decide that a meeting will not take place meeting |

### Tasks

#### Task 1

Circle 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.
  - 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.

## Missing a class

Listen to a student explain why she can't come to class 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

Complete the phrases with words from the box.

links	appointment	know
assignment	test	term

1. a doctor's .....
2. a homework .....
3. to let someone .....
4. to post ..... online
5. a practice .....
6. a mid-..... exam

### Tasks

#### Task 1

Circle the best answer.

1. Diana can't come to class because ...
  - a. she has a different class.
  - b. she has a mid-term exam.
  - c. she has a doctor's appointment.
2. For homework, she has to read ...
  - a. chapters 17, 18, 19 and 20.
  - b. chapters 17, 19 and 20.
  - c. chapters 17 and 20.

3. The articles and video are available ...
  - a. online.
  - b. via email.
  - c. in the library.
4. The deadline for the homework is ...
  - a. Wednesday.
  - b. Friday.
  - c. Sunday.
5. The teacher can give Diana the practice test ...
  - a. on Friday.
  - b. by email.
  - c. after the mid-term exam.
6. The office needs ...
  - a. a note from the doctor.
  - b. an email from Diana.
  - c. the mid-term exam.

**Task 2**

Put the words and phrases in order to make sentences.

1. but    sorry    to class.    I    I'm    can't come
2. Can    me    give    the homework    you    assignment?
3. to    chapters 17    read    20.    You need    to
4. I    should    do?    What
5. links    the    post    I'll    online.
6. the practice    you    give    I    can    test.