

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

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

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.