

9 Listen to Mark Peters' dictaphone message and use it to complete the email he writes later to his assistant.

To: anna.evans@dbd.com
From: mark.peters@dbd.com
Subject: Arrangements for meeting with sales team

Hi Anna,

I've just arranged a meeting with Ian Sweeney in sales for Monday at 2 p.m. Can you take care of the preparation, please?

Could you ¹ a meeting room and ² Ian and me the room number? Also, can you ³ the agenda to Ian and the consultants? And we'll need AV – can you ⁴ a data projector and an overhead projector for us? Don't forget to ⁵ some coffee and biscuits.

Finally, can you 6 the meeting, please? The discussion is important so I'll need you to 7 the minutes.

Thanks for your help.

Best,

Mark