https://www.youtube.com/watch?v=P1ViCWW0IpU

AUDIO 5

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

LIVEWORKSHEETS