

Listening A1: A request from your boss – 1

Listen and complete the following text based on what you have heard

Germany prepare today meeting room

Sure next week new project

Of course help no problem

Susanne: Hi, Mario. Can you help mesome things for the next month?

Mario: OK,..... What can I help you with?

Susanne: I need to visit the customer in It's important.

Mario: What can I do to ?

Susanne: Can you send an email to the customer? Ask them when I can visit them Please do this first. It's a priority and very urgent.

Mario: Right. I'll do it

Susanne: Thanks. This next task is also important. Can you invite everyone to the next team meeting?

Mario: Yes, I will.

Susanne: But first you need to book a After that, please send everyone an email about it.

Mario: Yes,..... .

Susanne: And finally, can you write a short report about our.....? I have to give a presentation to our managers next month. Please do it when you have time – sometime in the next two or three weeks. It's not too urgent.

Mario: Sure, I can do it this week.

Susanne: There's no hurry. Take your time.