

## BUSINESS PARTNER 2 UNIT 1

### Working day - Reading and Listening

#### Scheduling meetings

Hi Nadia,  
I hope you are well.  
We need to have a budget meeting next week. I'm available all day on Wednesday and Thursday, 15–16th September. Are you available on those days?  
Best regards,  
Jan

Hi Jan,  
Thanks for your message.  
I'm sorry, I'm not available on Wednesday or Thursday. I need to prepare a presentation on Wednesday, and on Thursday I have team meetings in the morning and a client meeting all afternoon. How about Friday?  
Best regards,  
Nadia

Hi Nadia,  
Sorry, I usually travel for work on Fridays. How about Monday 13th September? Is 11 a.m. OK? Shall we meet in my office?  
Best regards,  
Jan

Hi Jan,  
Perfect. See you in your office at 11 a.m. on Monday.  
Best regards,  
Nadia

#### A. Read the emails and choose the correct option.

- When do Jan and Nadia need to have a budget meeting?  
a tomorrow                      b this week                      c next week
- What does Nadia need to do on Wednesday?  
a meet clients                  b prepare a presentation                  c have a team meeting
- What does Jan usually do on Fridays?  
a work from home                  b travel for work                  c make calls
- What day is the budget meeting?  
a Monday                      b Wednesday                      c Friday

#### B. Read the emails again and complete the sentence.

The budget meeting is on \_\_\_\_\_ th September, at \_\_\_\_\_ a.m. in \_\_\_\_\_'s office.

#### C. Listen to the conversation between Jan and Nadia and complete the sentences with the dates and times below.

1:30	3:00	8	9	10	11	11:15	13
------	------	---	---	----	----	-------	----

- Nadia has a meeting with new clients on \_\_\_\_\_ th September.
- Nadia is available on Wednesday \_\_\_\_\_ th, but Jan is busy.
- Nadia has a phone call with the Madrid office at \_\_\_\_\_ p.m. and a management meeting at \_\_\_\_\_ p.m.
- Jan needs to send his report before \_\_\_\_\_ a.m.
- Nadia can finish her meetings by \_\_\_\_\_ a.m.
- The budget meeting is at \_\_\_\_\_ a.m. on \_\_\_\_\_ th September.

#### D. Listen again. Where is the budget meeting?

The meeting is in \_\_\_\_\_.