



A REQUEST FROM YOUR BOSS

PREPARATION: Put the sentences in the correct group. Drag & drop.

There's no hurry.

Take your time.

Do this first.

This is a priority.

Do it when you have time

It's important.

URGENT

NOT URGENT

Listen to the audio: A request from your boss.

I. WRITE THE MAIN IDEAS OF THE AUDIO. (No incorrect answer)



A REQUEST FROM YOUR BOSS

TRANSCRIPT

- Susanne** Hi, Mario. Can you help me prepare some things for the next month?
- Mario** OK, sure. What can I help you with?
- Susanne** I need to visit the customer in Germany. It's important.
- Mario** What can I do to help?
- Susanne** Can you send an email to the customer? Ask them when I can visit them next week. Please do this first. It's a priority and very urgent.
- Mario** Right, I'll do it today.
- 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 meeting room. After that, please send everyone an email about it.
- Mario** Yes, of course.
- Susanne** And finally, can you write a short report about our new project? 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, no problem. I can do it this week.
- Susanne** There's no hurry. Take your time.

II. Match the beginnings and endings of the phrases. Drag & drop.

send an email _____

visit _____

reserve _____

invite people _____

write _____

give _____

a report

to the meeting

a presentation

to the customer

a meeting room

the customer

III. Put the tasks in order of priority. Drag & drop.

1. _____
2. _____
3. _____
4. _____

Reserve a meeting room.

Visit the customer.

Invite people to the meeting.

Send an email to the customer.