

Listening A2- A morning brief

Match the words with the definitions.

a replacement

to make improvements

to introduce smth

a briefing

a solution

a position

a short meeting to give information and updates

a job

a person who will take the place of another one

to make something better

a way of dealing with a difficult situation or
problem

to start or begin something

Task 1.

True or False?

1. The briefing will be short this morning.

True

False

2. The new head of department is starting this week.

True

False

3. The car park will be closed for improvements.

True

False

4. If you arrive first thing in the morning, you should park on Brown Street.

True

False

5. There will be no parking in the church car park after 6 p.m.

True

False

6. You can only pay with credit and debit cards in the canteen.

True

False

Task 2

Giving information or Giving instructions?

1. Firstly, there will be...
2. The other thing I want to tell you about it...
3. If you arrive before 8:30 a.m., please use...
4. You have to leave before 6 p.m
5. I have to make quick points.
6. If you arrive after that, you should go directly to...