Listening Organising meetings

4A 5.03 **Listen to three phone calls. Who does each caller want to have a meeting with?**

Who wants to have a meeting with ...	Phone call 1	Phone call 2	Phone call 3
a customer?			
a colleague?			
a supplier?			

B Listen to the phone calls again. Choose the correct option.

Phone call 1

1 The caller is calling to ____.
a arrange a meeting **b** postpone a meeting **c** cancel a meeting

2 The meeting is about ____.
a a product launch **b** new product specifications **c** the price of a new product

3 The meeting is ____.
a this afternoon **b** tomorrow morning **c** tomorrow afternoon

Phone call 2

4 The caller is calling to ____.
a arrange a meeting **b** postpone a meeting **c** cancel a meeting

5 The meeting is about ____.
a product prices **b** the company's product range **c** the product quality

6 The meeting is at ____.
a 2 p.m. on the 18th **b** 3 p.m. on the 18th **c** 2 p.m. on the 19th

Phone call 3

7 The caller is calling to ____.
a arrange a meeting **b** postpone a meeting **c** cancel a meeting

8 The meeting is about ____.
a a new order **b** a reorder **c** a return

9 The meeting is in the ____.
a morning on the 15th **b** afternoon on the 18th **c** morning on the 19th

5A 5.04 **Complete the dialogue with the phrases in the box. Then listen and check.**

can't do	free on
I'm busy	just check
see you	we arrange
we do	you free

A: Hello. Travelli. Marco Travelli speaking.
B: Hi, Marco. This is Dianne Grant at Malladi Tech here.
A: Hello, Dianne. How are you?
B: I'm good, thanks. Listen, we have a new product range. Can [1]_____ a meeting to talk about it?
A: Yes. That would be great.
B: Great. Are [2]_____ on Monday?
A: Let me [3]_____. Sorry, [4]_____ on Monday. I'm [5]_____ Tuesday morning.
B: Oh. I [6]_____ Tuesday. Can [7]_____ Wednesday morning?
A: Yes, that's fine. I'll [8]_____ then.
B: Great, see you on Wednesday. Bye.
A: Bye.

Teacher's resources:

LIVEWORKSHEETS