

## Listening Organising meetings

### 4A 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 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 <sup>1</sup> \_\_\_\_\_ a meeting to talk about it?

A: Yes. That would be great.

B: Great. Are <sup>2</sup> \_\_\_\_\_ on Monday?

A: Let me <sup>3</sup> \_\_\_\_\_. Sorry, <sup>4</sup> \_\_\_\_\_ on Monday. I'm <sup>5</sup> \_\_\_\_\_ Tuesday morning.

B: Oh, I <sup>6</sup> \_\_\_\_\_. Tuesday. Can <sup>7</sup> \_\_\_\_\_ Wednesday morning?

A: Yes, that's fine. I'll <sup>8</sup> \_\_\_\_\_ then.

B: Great, see you on Wednesday. Bye.

A: Bye.

Teacher's resources: