

Listen to a conversation where two colleagues are arranging a meeting. Drag the sentences and put them in the correct order as you hear them.

- I have an all-day meeting on Tuesday.
- When are you free?
- Should we set up a meeting to discuss the details of the work?
- Sure! I'll put it in my calendar
- Dan we're excited to start working with you!
- Should we do a lunch meeting?
- What about Wednesday?
- Yes! That's a good idea.
- How about next Tuesday?
- Friday works for me.
- I'm on a business trip on Wednesday. I will be back Friday morning
- Have a good business trip and I'll see you next Friday

Elizabeth:

Dan:

Elizabeth:

Dan:

Elizabeth:

Dan:

Elizabeth:

Dan:

Elizabeth:

Dan:

LIVEWORKSHEETS