

LISTENING

Fill in the gaps with one of the options given in the box below.

Tom: Good morning, Brooke.

Brooke: Good morning, Tom. Can I help you with anything?

Tom: Yes, I need you to organise our meeting with LabTools.

Brooke: Of course. When is the meeting _____ for?

Tom: It's going to take place on Wednesday, 4th March, from 10.00 till 12.00.

Brooke: Is it an on-site or _____ meeting?

Tom: It's an on-site meeting. We'll need the large conference room.

Brooke: OK, I'll book the large conference room for 4th March, from 10.00 am till 12.00 pm.
_____ going to _____ the meeting?

Tom: All the production _____ leaders will be there with me,
_____ the CEO. There are going to be four people from LabTools.
Altogether, we'll be 20 participants.

Brooke: I see – 20 participants, including the CEO. Do you need any audio-visual equipment for the meeting?

Tom: Yes, we'll need a laptop, a _____ and a projector for our presentation.

Brooke: Right, laptop, screen, projector. OK. I'll organise the equipment. Shall I arrange some refreshments?

Tom: Yes, some light refreshments, please – biscuits and _____ drinks.

Brooke: I'll take care of that. Biscuits, cold drinks and I'll arrange to have some fruit, too. There are always people on a _____.

Tom: Good idea, Brooke.

Brooke: Is there anything else I should know?

Tom: Yes, I'd like you to take _____ at the meeting.

Brooke: No problem.