Business Listening

Unit 9: Making arrangements

B. In this recording, John, who is from southern England, calls Bernardo, who is from Rio de Janeiro in Brazil, to check some arrangements.

Task 1 – Track 25. Listen and answer these questions.

1. Why did John call Bernardo?

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2. Who is Rafael?

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3. Why can't Rafael attend the meeting?

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4. When does John suggest to reschedule the meeting for?

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5. Which day and time do they fix for the meeting?

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6. Where will they meet?

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LIVEWORKSHEETS