

3 Choose the correct word.

- 1 We need to send the *invoice* / *agenda* to the client today – it's €760.
- 2 Here are the meeting *specifications* / *minutes* for you to check.
- 3 The information is in our *notes* / *prices* from the meeting last week.
- 4 Can you *prepare for* / *cancel* the meeting with the client in Rome? I need to go to Budapest that day.
- 5 This is the *agenda* / *favour* for the meeting.
- 6 We need to check the product *minutes* / *specifications*.
- 7 I'd like to see the presentation *slides* / *contracts*.

4 Complete the dialogue with the words and phrases in the box.

 can you do could I ask you need to arrange need to meet
 product quality sorry, I'm busy why don't you ask yes, sure

E: Hello, Mr Kowalczyk.

K: Hi, Eduardo. How are you?

E: Fine, thanks. ¹ _____ for some help? We're having some problems with ² _____.

K: Mm, OK but ³ _____ Yvette to help you?

E: She can't. She says I ⁴ _____ a meeting with you as soon as possible. ⁵ _____ this afternoon?

K: ⁶ _____ this afternoon. I ⁷ _____ a new client. Tomorrow morning?

E: ⁸ _____. Is 9.30 OK?

5 Choose the correct word.

- 1 I'm *making* / *waiting* / *receiving* for a phone call from the supplier.
- 2 Are you *visiting* / *making* / *travelling* a colleague in the head office?
- 3 Sorry, I need to *have* / *cancel* / *postpone* our meeting to Friday. I can't do Thursday.
- 4 Could I ask you a *deadline* / *favour* / *range*? I need help with this.
- 5 **A:** Can I help you?

B: No, I'm *fine* / *well* / *sure*. Thanks.