1 Complete the sentences with the phrases below.

check your calendar • make arrangements
hold a meeting • take place • invite the attendees
give a presentation • share the agenda

1. Josh is going to ..... about our market in China next week. He'll need a microphone and a screen.
2. We're going to ..... on Wednesday with the entire department. Please make sure everyone is available.
3. Can you come to a meeting on 3rd July? Please ..... and let me know.
4. The export meeting is going to ..... on Thursday at 3 o'clock.
5. I'd like you to ..... for me to meet the Managing Director of Update Communications.
6. After we decide who needs to be at the meeting, we will ..... .
7. Please ..... , so that everyone knows what will be discussed when we meet.

2 The words and phrases in bold are in the wrong sentences. Write them next to the correct sentences.

1. Sorry, but I have to **schedule** your invitation to the meeting on Friday. .....
2. Would it be **remotely** for you to meet me in my office? .....
3. Can you **decline** that you are coming to tomorrow's meeting? .....
4. Brad's in Berlin, so he'll attend the meeting **convenient**. .....
5. We're going to **attend** the meeting for Thursday afternoon. .....
6. Catherine's trying to **confirm** into the meeting from her home. .....
7. Sharon's in Tokyo this week, so she can't **dial** today's meeting. .....

3 Complete the words in each sentence with the missing letters.

1. I didn't have the correct e..... , so it was difficult for some people to see and hear my presentation.
2. Everyone was tired, so we took a b..... for ten minutes.
3. Is four o'clock a c..... time for you?
4. I want to c..... the time of the meeting. It's at ten, isn't it?
5. I hope everyone can see the figures in the table on the s..... .

4 Circle the correct answer to show you understand the words in bold.

1. Mrs Anderson is **free** now.
   a. She can take your call.
   b. She can't take your call.
2. The meeting began at 11 o'clock **sharp**, as scheduled.
   a. It began on time.
   b. It began early.
3. We had some **light refreshments** in the afternoon.
   a. I had a coffee and a sandwich.
   b. I went for a walk in the park.
4. I'm very **busy** at the moment.
   a. Come in and sit down.
   b. Can you come back later?
5. The **microphone** didn't work.
   a. We couldn't hear a thing.
   b. We couldn't see a thing
6. I need a **screen** for this meeting.
   a. I want to show a film.
   b. I want to play music.

5 Complete the words and phrases in each sentence with the missing letters.

1. The number of people coming to the meeting has increased, so I will have to r ..... g ..... s ..... the schedule.
2. We'll meet at noon. Does that s ..... you?
3. Please c ..... c ..... the meeting in Berlin. I'm going to Italy instead of Germany.
4. Millie is going abroad on 7th May, so we'll have to r ..... d ..... the meeting for before then.
5. Can we ..... rr ..... n ..... to hold the meeting in October?
6. The 4th July doesn't work for Peter, so we'll p ..... t ..... the meeting to the 6th July.



LIVEWORKSHEETS