

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.

