TO-DO LIST

SUSAN'S TO-DO LIST

Before planning meeting:
- [2]**Book** a meeting room
- Create a [3]**brief**
- Send out the [4]**agenda**

Before budget meeting:
- Get data from production
- [5]**Calculate** production costs

Before management meeting:
- Prepare a [6]**presentation**
- Get an [7]**update** from each team member

4 Complete the sentences with the words in bold from Exercise 3.

1 She needs to _____ a room for ten people for the meeting.

2 Money isn't a problem. The _____ says we have $10,000 for the project.

3 The _____ says the meeting starts at 10 a.m. and we have five points to discuss.

4 The work isn't difficult. The _____ gives instructions about the job.

5 Jo and Sam have a new project. Their _____ about it was interesting.

6 How is your new job? Can you give me an _____ on it?

7 We need to prepare a budget. Please _____ the costs before the meeting.