

EMAILING

	David's calendar				
	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29
10.00				Work at home	
11.00					
12.00					
1.00					
2.00					
3.00					

 1.01 Listen to a conversation between David and Susan. Write the work tasks in the correct place on David's calendar.

- Presentation • Phone call • New project planning meeting (new time)

B  1.02 Complete the sentences with the words in the box. Then listen and check your answers.

about available busy date fine see shall then

- We need to change the _____ of the new project planning meeting.
- Are you _____ on Friday 29th, in the morning?
- How _____ Friday afternoon?
- Sorry, I'm afraid I'm _____ then.
- Friday lunchtime is good. _____ we meet in your office?
- I usually have lunch at 1 o'clock. How about _____?
- Yes, that's _____. Then we can go to lunch for about an hour.
- _____ you then.