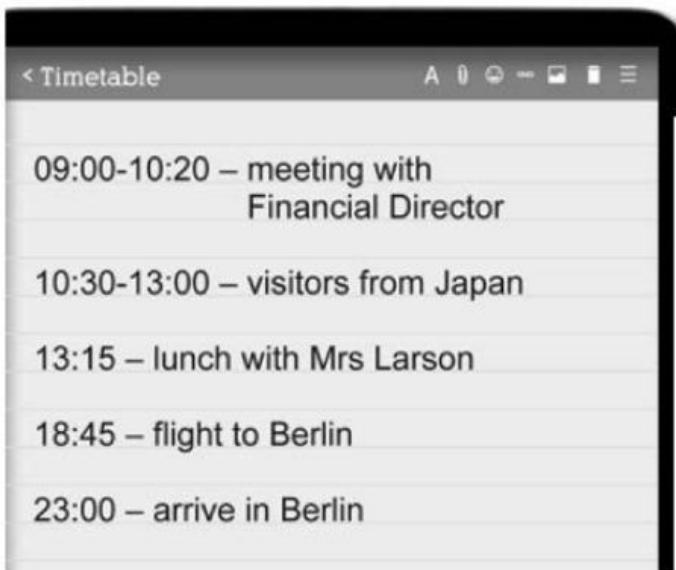


UNIT 3

1

Look at Mr Larson's timetable. Then complete the sentences below with the correct time in words.



1. Mr Larson has got a meeting with the Financial Director from to
2. The visitors from Japan are arriving at and leaving at
3. Mr and Mrs Larson are having lunch at
4. Mr Larson is flying to Berlin at
5. He is arriving there at

2

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

1. You take minutes
a. at a meeting b. in the laboratory
2. You distribute post to people from different
a. countries b. departments
3. You use a ... to send e-mails.
a. clock b. computer
4. You file documents to ... them.
a. save b. send
5. I often order office supplies like
a. milk, coffee and tea
b. pens, pencils and paper

3

Match A to B. Pay attention to the words in bold.

A

1. Can I please speak to Ms Martin?
2. Cathy, I need to see the Managing Director this week.
3. Dave, I'm leaving the office for about an hour.
4. Linda, I need some information about a company called MayJewels.
5. Jerry, the meeting will start at 11.00, not at 9.00.
6. We need a copy of this report for everyone at the meeting.

B

- a. OK, I'll make ten photocopies.
- b. She's not in right now. Can I take a message?
- c. I'll search the Internet to see what I can find.
- d. OK. Should I answer the phone while you're out?
- e. I'll send an e-mail to everybody about the change.
- f. OK. I'll schedule a meeting for you.