

Listening Organising meetings

1 Put the words and phrases in the correct order to make sentences and questions.

1 arrange / can / we / a meeting / on Tuesday / ?

2 busy / sorry, / I'm / on Tuesday / .

3 free / I'm / on Wednesday / .

4 I / sorry, / do / can't / but / Wednesday / .

5 you / are / on / free / Thursday / ?

6 me / just / let / check / .

7 do / we / can / Thursday / ?

8 see / I'll / you / then / .

2  5.01 Listen. Tick (✓) the reason for the phone call.

- to arrange a meeting
- to postpone a meeting
- to prepare for a meeting

3 Listen again. Are the sentences *true* (T) or *false* (F)?

- 1 Otto is meeting a supplier tomorrow. _____
- 2 Otto asks to meet on Friday. _____
- 3 Amy is free on Friday. _____
- 4 Amy is working from home on Monday. _____
- 5 Amy is busy on Tuesday morning. _____
- 6 Otto and Amy are both free on Tuesday afternoon. _____

4 Complete the conversation with the missing words. Then listen again and check.

Amy: Hello?**Otto:** Hi Amy. It's Otto. Listen, I¹ _____ our meeting tomorrow. I'm visiting a² _____. Are you³ _____ on Friday?**Amy:** Let me just check. No, sorry. I⁴ _____ on Friday and I'm⁵ _____ on Monday.**Otto:** Okay. Are you free on Tuesday morning?**Amy:** No, I⁶ _____ Tuesday morning. I'm free in the afternoon.**Otto:** Yes, can we do Tuesday afternoon? What time?**Amy:** 2 p.m.?**Otto:** Yes, that's great. I'll see you then.