

### 3 Choose the correct option.

- 1 Emilio needs to create the *brief / talk* with instructions for the project.
- 2 They need an *agenda / update* from the team with all their new information.
- 3 We have a *budget / data* meeting tomorrow to discuss production costs.
- 4 Our Admin Assistant usually *books / creates* a meeting room for the team.
- 5 We have five things on the *agenda / presentation* to discuss.
- 6 Can you *book / calculate* the production costs today, please?
- 7 The sales team prepares *discussions / presentations* for all our new products.

### 4 Complete the dialogue with the words in the box.

about available busy date fine see shall then

A: Sorry, but I need to change the <sup>1</sup> \_\_\_\_\_ of the management meeting.

B: Are you <sup>2</sup> \_\_\_\_\_ on Tuesday the tenth, in the afternoon?

A: No, I'm in a client meeting on Tuesday. How <sup>3</sup> \_\_\_\_\_ Wednesday afternoon?

B: Sorry, I'm afraid I'm <sup>4</sup> \_\_\_\_\_ then. What about Thursday?

A: Thursday morning is good. <sup>5</sup> \_\_\_\_\_ we meet in my office?

B: I usually start work at 8.30 a.m. How about <sup>6</sup> \_\_\_\_\_?

A: Yes, that's <sup>7</sup> \_\_\_\_\_. We can go for coffee with the team.

B: <sup>8</sup> \_\_\_\_\_ you then.