

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.

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- A: Sorry, but I need to change the ¹_____ of the management meeting.
- B: Are you ²_____ on Tuesday the tenth, in the afternoon?
- A: No, I'm in a client meeting on Tuesday. How ³_____ Wednesday afternoon?
- B: Sorry, I'm afraid I'm ⁴_____ then. What about Thursday?
- A: Thursday morning is good. ⁵_____ we meet in my office?
- B: I usually start work at 8.30 a.m. How about ⁶_____?
- A: Yes, that's ⁷_____. We can go for coffee with the team.
- B: ⁸_____ you then.