

Name: _____ Student No. _____ Level : _____

Direction: Listen to the audio and answer the questions below.

Audio:

- | | |
|---|--|
| 1. Why are they rescheduling the meeting?
a. To discuss a past project.
b. To catch up on personal matters.
c. To plan a future project.
d. To cancel an appointment. | 2. What time is proposed for the meeting?
a. 9 AM
b. 10 AM
c. 11 AM
d. 12 AM |
| 3. Where is the suggested venue for the meeting?
a. A coffee shop
b. The park.
c. Conference room on the fourth floor.
d. The office. | 4. What should the man do when he receives the calendar invitation?
a. Cancel the meeting.
b. Decline the invitation
c. Accept and confirm the invitation.
d. Ignore the invitation. |

Direction: Listen to the audio and fill in the blank with the correct word.

A: Hi there.

B: Hello.

A: I was wondering if we could _____ a meeting to discuss our upcoming project. It's becoming quite critical, and I think a _____ would be beneficial.

B: Absolutely. I agree that we should meet soon. What are you looking at?

A: Well, I'm _____ next week. How about Wednesday or Thursday?

B: Let me check my _____. (Pauses) Wednesday _____ my _____. What time are you thinking?

A: How about 10:00 AM? Does that work for you?

B: 10:00 AM on Wednesday sounds good. Where would you like to meet?

A: Let's _____ something _____ for the conference room on the fourth floor. It's quiet and has a projector for presentations. It seems like an ideal _____. What do you think?

B: Sounds good. Conference room on the fourth floor at 10:00 AM next Wednesday. Got it.

A: Thanks for accommodating the change. I appreciate it. I'll send you a _____ invitation right after this call to the appointment.

B: Thank you. I'll be sure to _____ and _____ the _____ once I receive it. I'll also inform my assistant to _____ my previous engagement and send you a copy of the _____ for the meeting.

A: No problem. Please let me know in advance if you need to _____ or _____. Looking forward to our meeting on Wednesday.

B: Likewise. Have a great day!

A: You too. Goodbye!

schedule venue pencil in available diary schedule
face to face meeting agenda calendar invitation
reschedule cancel cancel fits in confirm accept