

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