B Mark the new project planning meeting on David's calendar.

David's calendar

	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29
10.00				Work at home	
11.00					
12.00					
1.00					
2.00					
3.00					

6A 1.01 **Listen to a conversation between David and Susan. Write the work tasks in the correct place on David's calendar.**

• Presentation • Phone call • New project planning meeting (new time)

B 1.02 **Complete the sentences with the words in the box. Then listen and check your answers.**

about	available	busy	date	fine	see	shall	then

1 We need to change the _____ of the new project planning meeting.
2 Are you _____ on Friday 29th, in the morning?
3 How _____ Friday afternoon?
4 Sorry, I'm afraid I'm _____ then.
5 Friday lunchtime is good. _____ we meet in your office?
6 I usually have lunch at 1 o'clock. How about _____ ?
7 Yes, that's _____ . Then we can go to lunch for about an hour.
8 _____ you then.

LIVEWORKSHEETS