Listening Organising a conference

1 5.01 **Listen to a phone conversation and complete the message.**

Message for Ben Garcia

[1] _____ phoned from [2] _____ Limited.

It's about the conference on [3] _____ .

Please call her on [4] _____ .

2 5.02 **Now listen to the conversation between Joanna and Ben. Tick (✓) the things they talk about.**

1 number of participants ☐
2 hotel guests ☐
3 equipment ☐
4 help from hotel staff ☐
5 other events on the same day ☐
6 coffee and tea breaks ☐
7 catering ☐

3 **Listen again. Are the sentences *true* (T) or *false* (F)?**

1 Ben was in another office when Joanna called. ___
2 Joanna needs to confirm the number of participants. ___
3 Some guests are going to stay in the hotel for two nights. ___
4 Joanna is going to phone tomorrow with a list of participants. ___
5 The conference is going to start at 8 a.m. ___
6 Lunch is going to be provided at 1 p.m. ___
7 Some of the participants are vegetarian or vegan. ___
8 Bellavista can't provide lunch for all the guests. ___

4A 5.03 **Complete the sentences from the second conversation with the words in the box.**

called	calling	I'll send	many	need	send	we'll have	won't forget

1 I'm sorry I wasn't available when you _____ earlier today. ☐
2 Thank you for _____ me back. ☐
3 How _____ participants are there going to be? ☐
4 Can you _____ me the list of participants? ☐
5 _____ all the details by email tomorrow. ☐
6 I think _____ a coffee break at 10.00. ☐
7 Just one thing. The list of guests. I _____ it as soon as possible. ☐
8 Don't worry. I _____ to send it. ☐

4B **Who said each sentence? Write *J* (Joanna) or *B* (Ben) in the boxes in Exercise 4A. Listen and check.**

LIVEWORKSHEETS