

Listening: A1

## A request from your boss

Listen to some requests from a manager to practise and improve your listening skills.

### Task 1

Match the beginnings and endings of the phrases.

the customer	a meeting room	to the meeting
to the customer	a report	a presentation

1. send an email .....
2. visit .....
3. reserve .....
4. invite people .....
5. write .....
6. give .....

### Task 2

Match the tasks in order of priority (1-4).

- |                                |   |
|--------------------------------|---|
| Visit the customer.            | 1 |
| Send an email to the customer. | 2 |
| Reserve a meeting room.        | 3 |
| Invite people to the meeting.  | 4 |