Preparation task

Match the definitions (a–f) with the vocabulary (1–6).

Vocabulary	Definition
1. …… a position	a. a short meeting to give information and updates
2. …… a replacement	b. a job
3. …… a briefing	c. a person who will take the place of another one
4. …… to make improvements	d. to make something better
5. …… a solution	e. a way of dealing with a difficult situation or problem
6. …… to introduce something	f. to start or begin something



LIVEWORKSHEETS

Listen the audio and answer the questions.

Audio:



1. The briefing will be short this morning.

True False

2. The new head of department is starting this week.

True False

3. The car park will be closed for improvements.

True False

4. If you arrive first thing in the morning, you should park on Brown Street.

True False

5. There will be no parking in the church car park after 6 p.m.

True False

6. You can only pay with credit and debit cards in the canteen.

True False

LIVEWORKSHEETS

Put the sentences in the correct group.

If you arrive after that, you should go directly to ...

The other thing I want to tell you about is ...

I have two more quick points.

If you arrive before 8.30 a.m., please use ...

You have to leave before 6 p.m.

Firstly, there will be ...

Giving information:

Giving instructions:

LIVEWORKSHEETS

Reading

Preparation task

Match the phrases (a-h) with the times (1-8).

Times	Phrases
1. ..... 2.30 p.m.	a. Twelve noon
2. ..... 6.25 p.m.	b. Half past two in the afternoon
3. ..... 12.00 p.m.	c. Quarter past nine in the morning
4. ..... 12.30 a.m.	d. Five to four in the afternoon
5. ..... 7.45 p.m.	e. Quarter to eight in the evening
6. ..... 3.55 p.m.	f. Twenty to two in the morning
7. ..... 9.15 a.m.	g. Twenty-five past six in the evening
8. ..... 1.40 a.m.	h. Half past midnight

LIVEWORKSHEETS

Come and join our lunchtime yoga class with experienced yoga teacher Divya Bridge!

When? Every Tuesday at 1.30 p.m.

Where? Meeting Room 7

How much? £10 for four 30-minute classes.

What to bring? Comfortable clothes. Divya will provide the yoga mats.

How to join? Write to Sam at Sam.Holden@example.com

We can only take a maximum of 20 in the room, so book now!

Answer the questions with the words in the box.

An email	Tuesday	2.00 p.m.
Comfortable	Four	Now

1. Which day of the week does the yoga class take place?
……

2. How many classes can you take for £10? ……

3. What time will the class end? ……

4. What kind of clothes do you need to wear to the class?
…… clothes

5. What do you need to send to Sam if you want to join?
……

6. When should you book if you want to join? ……

LIVEWORKSHEETS

Are the statements true or false?

1. Sam Holden is the yoga teacher.

True False

2. The yoga class is once a week.

True False

3. The class is at lunchtime in room 7.

True False

4. You need to bring yoga mats to the class.

True False

5. The class can't take 22 people.

True False

6. You need to call Sam Holden if you want to join the class.

True False

go straight	turn right	go down (the road)	go past (the trees)	take the exit	turn left
					
1.	2.	3.	4.	5.	6. ....

LIVEWORKSHEETS

Listen the audio and answer the questions.

Audio:

Write the sentences in the correct group

The message was at a quarter to four. The woman describes the house. The woman talks about a swimming pool.	The woman says thank you for the card. The woman gives directions. The woman talks about a bus.

Message 1	Message 2

Select the best answer

1. She is having a party for ...

a. her family.

b. her very good friends.

c. everybody at work.

2. The party is at ...

a. the swimming pool at her house.

LIVEWORKSHEETS

b. her cousin's house.

c. work.

3. To get to the party, drive ...

a. straight on Forest Road.

b. right on Forest Road.

c. left on Forest Road.

4. The motorway exit you need is ...

a. 3A.

b. 13A.

c. 30A.

5. The house is the first big house ...

a. on the right.

b. on the left.

c. down at the end of the road.

6. If you go by public transport, take ...

a. bus 18 to Brownsville.

b. bus 80 to Forest Road.

c. bus 80 to Brownsville.

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7. The woman received the birthday card ...

a. this morning.

b. last night.

c. yesterday morning.

8. If you take a bus, ...

a. you can walk from the town to the house.

b. somebody will drive you from the town to the house.

c. there is a bus stop outside the house.



LIVEWORKSHEETS