Listen to two colleagues arranging a meeting and choose the correct option

1. The meeting time
    a. The meeting was first planned for 9 a.m.
    b. The meeting was first planned for 11 a.m.
    c. The meeting was first planned for 1 p.m.

2. Moving the meeting
    a. Lucy wants to cancel the meeting.
    b. Lucy wants to bring the meeting forward.
    c. Lucy wants to postpone the meeting.

3. The new meeting time
    a. The new meeting time is 9 a.m.
    b. The new meeting time is 11 a.m.
    c. The new meeting time is 1 p.m.

4. The agenda
    a. Anna has already sent the agenda.
    b. Anna is sending the agenda now.
    c. Anna will send the agenda later.

5. Lucy's presentation
    a. Lucy is nervous about her presentation.
    b. Lucy is looking forward to her presentation.
    c. Lucy isn't ready to give her presentation.

6. Telling the other people
    a. Lucy will tell the others about the time change.
    b. Sven will tell the others about the time change.
    c. Anna will tell the others about the time change.

Source: https://learnenglish.britishcouncil.org/skills/listening/pre-intermediate-a2/changing-a-meeting-time

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