

appointment
list

take a break
stay up late

priority
arrange

delay
rush

Ms. S.: Right, Carl. What are we doing today?

C: Well, Ms. Schmidt, here's the ¹ of orders we need to send out. There are quite a lot, so Production's ² to get them ready.

Ms. S.: Good. Tell them the Bancroft order's a ³ , so they must finish that one first.

C: OK. Then, you've got an ⁴ with Mr. Jennings at 10am.

Ms. S.: Mm. I'm too busy. Phone him and see if you can ⁵ it for this afternoon, please.

C: What about your meeting with the marketing department at 3 o'clock?

Ms. S.: My presentation isn't ready yet, and I can't do it now. I'll need to ⁶ tonight and finish it, so let's ⁷ the meeting until tomorrow. Call them, will you? Now, I need to ⁸ I Bring me some coffee, Carl, please.