

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 <sup>1</sup> ..... of orders we need to send out. There are quite a lot, so Production's <sup>2</sup> ..... to get them ready.

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

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

Ms. S.: Mm. I'm too busy. Phone him and see if you can <sup>5</sup> ..... 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 <sup>6</sup> ..... tonight and finish it, so let's <sup>7</sup> ..... the meeting until tomorrow. Call them, will you? Now, I need to <sup>8</sup> ..... ! Bring me some coffee, Carl, please.