

Listening Organising meetings

4A  5.03 Listen to three phone calls. Who does each caller want to have a meeting with?

Who wants to have a meeting with ...	Phone call 1	Phone call 2	Phone call 3
a customer?			
a colleague?			
a supplier?			

B Listen to the phone calls again. Choose the correct option.

Phone call 1

- The caller is calling to _____.
 a arrange a meeting b postpone a meeting c cancel a meeting
- The meeting is about _____.
 a a product launch b new product specifications c the price of a new product
- The meeting is _____.
 a this afternoon b tomorrow morning c tomorrow afternoon

Phone call 2

- The caller is calling to _____.
 a arrange a meeting b postpone a meeting c cancel a meeting
- The meeting is about _____.
 a product prices b the company's product range c the product quality
- The meeting is at _____.
 a 2 p.m. on the 18th b 3 p.m. on the 18th c 2 p.m. on the 19th

Phone call 3

- The caller is calling to _____.
 a arrange a meeting b postpone a meeting c cancel a meeting
- The meeting is about _____.
 a a new order b a reorder c a return
- The meeting is in the _____.
 a morning on the 15th b afternoon on the 18th c morning on the 19th

5A  5.04 Complete the dialogue with the phrases in the box. Then listen and check.

can't do	free on
I'm busy	just check
see you	we arrange
we do	you free

- A:** Hello. Travelli. Marco Travelli speaking.
B: Hi, Marco. This is Dianne Grant at Malladi Tech here.
A: Hello, Dianne. How are you?
B: I'm good, thanks. Listen, we have a new product range. Can ¹ _____ a meeting to talk about it?
A: Yes. That would be great.
B: Great. Are ² _____ on Monday?
A: Let me ³ _____. Sorry, ⁴ _____ on Monday. I'm ⁵ _____ Tuesday morning.
B: Oh. I ⁶ _____ Tuesday. Can ⁷ _____ Wednesday morning?
A: Yes, that's fine. I'll ⁸ _____ then.
B: Great, see you on Wednesday. Bye.
A: Bye.

Teacher's resources: