

**UNIT 5 > Office day to day****Lesson 5.2 Are you free at two?****Vocabulary A Choose the correct word.**

- 1 I'm busy. Can we *arrange* / *postpone* the meeting to next week?
- 2 Our customers love our product *quality* / *launch*.
- 3 I want to *cancel* / *arrange* a meeting with a client. Can you call them to see when they're free?
- 4 Can you come to the product *range* / *launch* tomorrow?
- 5 The client *cancelled* / *arranged* the meeting. He'll call when he's free for a new meeting.
- 6 We have a big product *specification* / *range*.
- 7 They *postpone* / *have* a team meeting every week.
- 8 We changed the product *launch* / *specifications* last month.

**Functional language B Put the words in the correct order.**

- 1 we / morning / can / do / Monday / ?

\_\_\_\_\_

2 me / let / check / just

- \_\_\_\_\_
- 3 on / sorry, / busy / Wednesday / I'm

- \_\_\_\_\_
- 4 are / free / you / Thursday / on / ?

- \_\_\_\_\_
- 5 Friday / I'm / on / free / morning

- \_\_\_\_\_
- 6 then / I'll / you / see

- \_\_\_\_\_
- 7 arrange / can / meeting / we / a / ?

- \_\_\_\_\_
- 8 I / do / afternoon / Tuesday / can't

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