

## 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 / ?

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- 2 me / let / check / just

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

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

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

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- 6 then / I'll / you / see

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

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