



# EMAILING

	David's calendar				
	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29
10.00				Work at home	
11.00					
12.00					
1.00					
2.00					
3.00					

 1.01 Listen to a conversation between David and Susan. Write the work tasks in the correct place on David's calendar.

- Presentation • Phone call • New project planning meeting (new time)

**B**  1.02 Complete the sentences with the words in the box. Then listen and check your answers.

about available busy date fine see shall then

- 1 We need to change the \_\_\_\_\_ of the new project planning meeting.
- 2 Are you \_\_\_\_\_ on Friday 29th, in the morning?
- 3 How \_\_\_\_\_ Friday afternoon?
- 4 Sorry, I'm afraid I'm \_\_\_\_\_ then.
- 5 Friday lunchtime is good. \_\_\_\_\_ we meet in your office?
- 6 I usually have lunch at 1 o'clock. How about \_\_\_\_\_ ?
- 7 Yes, that's \_\_\_\_\_. Then we can go to lunch for about an hour.
- 8 \_\_\_\_\_ you then.