

A request from your boss

Listen to some requests from a manager to practise and improve your listening skills.

Before listening

Do the preparation task first. Then listen to the audio and do the exercises.

Preparation task

Write the sentences in the correct group.

There's no hurry.	It's important.	Take your time.
Do it when you have time.	Do this first.	This is a priority.
Urgent	Not urgent	

Tasks

Task 1

Match the beginnings and endings of the phrases.

the customer	a meeting room	to the meeting
to the customer	a report	a presentation

1. send an email
2. visit
3. reserve
4. invite people
5. write
6. give

Task 2

Write a number (1–4) to put the tasks in order of priority.

_____ Visit the customer.

_____ Send an email to the customer.

_____ Reserve a meeting room.

_____ Invite people to the meeting.

Discussion

Do you sometimes help other people with their work? What do you do for them?