

Listening Organising meetings

1 Put the words and phrases in the correct order to make sentences and questions.

1 arrange / can / we / a meeting / on Tuesday / ?

2 busy / sorry, / I'm / on Tuesday / .

3 free / I'm / on Wednesday / .

4 I / sorry, / do / can't / but / Wednesday / .

5 you / are / on / free / Thursday / ?

6 me / just / let / check / .

7 do / we / can / Thursday / ?

8 see / I'll / you / then / .

2  5.01 Listen. Tick (✓) the reason for the phone call.

- ☐ to arrange a meeting
☐ to postpone a meeting
☐ to prepare for a meeting

3 Listen again. Are the sentences *true* (T) or *false* (F)?

- 1 Otto is meeting a supplier tomorrow. _____
 2 Otto asks to meet on Friday. _____
 3 Amy is free on Friday. _____
 4 Amy is working from home on Monday. _____
 5 Amy is busy on Tuesday morning. _____
 6 Otto and Amy are both free on Tuesday afternoon. _____

4 Complete the conversation with the missing words. Then listen again and check.

Amy: Hello?

Otto: Hi Amy. It's Otto. Listen, I ¹ _____ our meeting tomorrow. I'm visiting a ² _____. Are you ³ _____ on Friday?

Amy: Let me just check. No, sorry. ⁴ _____ on Friday and I'm ⁵ _____ on Monday.

Otto: Okay. Are you free on Tuesday morning?

Amy: No, I ⁶ _____ Tuesday morning. I'm free in the afternoon.

Otto: Yes, can we do Tuesday afternoon? What time?

Amy: 2 p.m.?

Otto: Yes, that's great. I'll see you then.