

## Preparation task

Match the definitions (a–f) with the phrases (1–6).

### Phrases

1. .... to cancel a meeting
2. .... to confirm a meeting
3. .... to bring a meeting forward
4. .... to postpone a meeting
5. .... to move a meeting
6. .... to accept an invitation to a meeting

### Definitions

- a. to change the time or date of a meeting
- b. to have a meeting at a later time or date
- c. to have a meeting at an earlier time or date
- d. to say that a meeting will happen
- e. to say that you will go to a meeting
- f. to decide that a meeting will not take place

## Tasks

### Task 1

Circle the sentence that is correct.

1. The meeting time
  - a. The meeting was first planned for 9 a.m.
  - b. The meeting was first planned for 11 a.m.
  - c. The meeting was first planned for 1 p.m.
2. Moving the meeting
  - a. Lucy wants to cancel the meeting.
  - b. Lucy wants to bring the meeting forward.
  - c. Lucy wants to postpone the meeting.
3. The new meeting time
  - a. The new meeting time is 9 a.m.
  - b. The new meeting time is 11 a.m.
  - c. The new meeting time is 1 p.m.

4. The agenda
  - a. Anna has already sent the agenda.
  - b. Anna is sending the agenda now.
  - c. Anna will send the agenda later.
5. Lucy's presentation
  - a. Lucy is nervous about her presentation.
  - b. Lucy is looking forward to her presentation.
  - c. Lucy isn't ready to give her presentation.
6. Telling the other people
  - a. Lucy will tell the others about the time change.
  - b. Sven will tell the others about the time change.
  - c. Anna will tell the others about the time change.

## Task 2

Complete the sentences with words from the box.

accept	bring	agenda
forward	postpone	invitation
		cancel

1. I sent an ..... with the topics for the meeting.
2. Could we ..... the meeting to a later date?
3. Could we ..... the meeting ..... to an earlier time?
4. The project has been stopped. So we need to ..... the meeting.
5. I'll send a meeting ..... with the time and place.
6. I'll ..... the invitation when I get it.

## Preparation task

Match the definitions (a–f) with the vocabulary (1–6).

### Vocabulary

1. .... a position
2. .... a replacement
3. .... a briefing
4. .... to make improvements
5. .... a solution
6. .... to introduce something

### Definition

- a. a short meeting to give information and updates
- b. a job
- c. a person who will take the place of another one
- d. to make something better
- e. a way of dealing with a difficult situation or problem
- f. to start or begin something

## Tasks

### Task 1

Are the sentences true or false?

	Answer	
1. The briefing will be short this morning.	True	False
2. The new head of department is starting this week.	True	False
3. The car park will be closed for improvements.	True	False
4. If you arrive first thing in the morning, you should park on Brown Street.	True	False
5. There will be no parking in the church car park after 6 p.m.	True	False
6. You can only pay with credit and debit cards in the canteen.	True	False

### Task 2

Write the words in the correct group.

Firstly, there will be ...	I have two more quick points.	If you arrive before 8.30 a.m., please use ...
If you arrive after that you should go directly to ...	The other thing I want to tell you about is ...	You have to leave before 6 p.m.

Giving information	Giving instructions