

# Everyday Dialogues: Organising A Charity Drive [B1]

Daniel e Anna desiderano aiutare i più bisognosi. Hanno avuto un'idea per coinvolgere anche i loro colleghi di lavoro.

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Daniel: Hey, I was thinking we could do something meaningful as a team. How about a charity drive? Anna: That's a great idea! What cause did you have in mind? Daniel: How about the food bank down the road? Anna: Sounds perfect. Do you know what kind of donations they accept? Daniel: Tinned food and other non-perishable items, but also clothes and toys. We could collect things over the next two weeks. Anna: OK, let's do it! Who should we talk to about making it official? Daniel: Probably the office manager. She'll know how to get permission and spread the word. Anna: OK, I'll speak to her this afternoon, but let's start planning now. Should we set up collection boxes around the office? Daniel: Yes. One on each floor would be ideal. We'll need to communicate it — maybe an announcement via email. Anna: Do you want me to draft the email? Daniel: That would be great. And let's keep track of donations so we can share the results with our colleagues. Anna: Definitely. It'll be a great team-building exercise!

## NOW LET'S REVIEW THE VOCABULARY!

A charity drive is an organised effort to collect items or money for a good cause. To have in mind means to think about something or to have a specific idea. Donations are items or money that people give voluntarily to help others in need. Tinned food refers to food sealed in metal containers. Non-perishable items are goods, especially food, that can last a long time without spoiling. An office manager is responsible for the day-to-day running of an office, typically handling administration, people and resources. To spread the word means to distribute information to others about an event or situation. Collection boxes are containers placed in shared or public areas where people can put donations. To draft (an email) means to prepare the first version for review, before finalising it with others' input. To keep track

(of something) means to monitor it and record the details over time. A team-building exercise is an activity that helps a group of people improve how they work together.

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# Glossary

- **handling** = gestione
- **resources** = risorse
- **meaningful** = importante, significativo
- **down the road** = in fondo alla strada
- **set up** = disporre, allestire
- **last** = durare
- **spoiling** = rovinarsi, deteriorarsi
- **running** = amministrazione
- **monitor** = controllare
- **record** = registrare
- **improve** = migliorare