

		A. Before you listen, complete the English words using a e i o u , and then match the translations. <i>Avant d'écouter, complétez les mots en anglais avec les voyelles puis reliez les mots aux traductions</i>	
1)	b	a l l o w	a) <i>réunion</i>
2)	a	m e e t i n g	b) <i>prévoir</i>
3)	d	p e n d i n g	c) <i>faire le point</i>
4)	f	s a l e s / r e p r e s e n t a t i v e s	d) <i>en attente</i>
5)	c	t a k e / s t o c k	e) <i>conditions générales</i>
6)	e	t e r m s / a n d / c o n d i t i o n s	f) <i>commerciaux</i>
		Check the answer key. <i>Vérifiez vos réponses à l'aide du corrigé en fin de partie.</i>	

	B. Using the words from A, complete the email below. <i>En utilisant les mots de l'exercice A, complétez l'email ci-dessous.</i>
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Reply Reply All Forward Delete Save Print **X**

Subject: **Meeting re: orders**

From: **Julie Lawton [j.lawton@gmail.com]**

To : **The IT Shop [itshop@afpa.com]**

Dear Mr Vine,

With regards to your _____**pending**_____ orders, we would like to arrange a
 _____**meeting**_____ on the 21st of June at 3pm in our London offices to
 _____**take stock**_____ of these orders. Please _____**allow**_____ two hours for
 this meeting.

_____**sales representatives**_____ from Samsung will also be present and I have
 been informed that they would like to have their products sold in your shops across the
 UK although this would be dependent on certain _____**terms and**
contitions_____.

If you are unable to make it, we would be grateful if you could suggest another time and
 date as quickly as possible. Thank you and we look forward to hearing from you soon.

Yours sincerely,

Julie Lawton



Listen to Audio Clip 07 and check your answers.

En écoutant le fichier audio 07, vérifiez vos réponses en fin de partie.