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Vocabulary and Functional Language

1 Complete the sentences with the words below.

reorganise ♦ scheduled ♦ alternative date
postpone ♦ check your calendar ♦ cancel

- The meeting is for 10th June, but Mike won't be able to make it then.
- Can you come to a meeting on 3rd July? Please and let me know.
- There will be more people than I thought, so I will have to all the seating arrangements.
- Please the meeting in Berlin. I'm going to Italy instead of Germany.
- The 4th July doesn't work for Peter, so we'll the meeting to 6th July.
- Ms Evans will be on holiday during the month of August, so we'll have to find an to meet.

2 Complete the words in the sentences below.

- I didn't have the correct e....., so it was difficult for the participants to see and hear my presentation.
- Everyone was tired, so we took a b..... for 10 minutes.
- Is four o'clock a c..... time for you?
- I want to c..... the time of the meeting. It's at 10.00, isn't it?
- How many p..... are taking part in the conference?

3 Match the words in A to their definitions in B.

A

- appointment
- running late
- suit
- reschedule
- arrange
- participate

B

- change to a different time or date
- take part in
- a meeting time
- organise
- be convenient for
- not keeping to schedule

4 Write the correct phrase under each picture.

held up in a traffic jam ♦ leave urgently ♦ feel ill
get lost ♦ get the dates mixed up



5 Circle the correct answer to show you understand the words in bold.

- Mrs Anderson is **free** now.
 - She can't take your call.
 - She can take your call.
- The meeting began at 11 o'clock **sharp**, as scheduled.
 - It began on time.
 - It began early.
- We had some **light refreshments** in the afternoon.
 - We had coffee and sandwiches.
 - We went for a walk in the park.
- What did you get in the conference **pack**?
 - A laptop and a projector.
 - Product information, advertising material, a pen, paper and a gift.
- We're having a **video conference** with our Japanese clients this afternoon.
 - We're going to call them at 4.00.
 - They are meeting us at our office at 4.00.
- We **switched** the date of the meeting from 15th September to 17th September.
 - The meeting will be on 15th September.
 - The meeting will be on 17th September.

6 Complete the e-mail with the words below.

gave a presentation ♦ took place ♦ made arrangements ♦ busy ♦ previous commitment
attended the meeting ♦ hold a meeting ♦ tied up

To: Sam Barton, Assistant Manager

From: Janet Price

Subject: Yesterday's meeting

The sales and marketing presentation ^{1.}..... in the large conference room. We started at 12.00, and after Sam welcomed the guests, Jeremy ^{2.}..... about our new software. More than 30 people ^{3.}..... . Sandra ^{4.}..... to have sandwiches delivered for lunch. Unfortunately, Pete Smith was ^{5.}..... and only arrived at the end because of a ^{6.}..... with an important client.

At the end, there was a decision to ^{7.}..... on Monday at 11.00. We need to discuss plans for further presentations. We'd like you to attend if you're not ^{8.}..... .

Janet

7 Write the time under each clock. Then match the clocks to the sentences below.

a

12:30

.....

b

10:45

.....

c

9:15

.....

d

10:15

.....

e

17:30

.....

f

14:10

.....

- 1. Dina's train left five minutes ago. Her watch says 10.50. What time was her train?
- 2. The conference didn't end at 5.00. That was half an hour ago. What's the time now?
- 3. The presentation will take half an hour. It started at 9.45. What time will it end?
- 4. Steve has got 10 minutes to get to his appointment. It's 12.20 now. What time is his appointment?
- 5. The lunch break was from 1.30 till 2.00, but it started 10 minutes late. What time will it end?
- 6. Paul is running late for a meeting at 9.30. He's got 15 minutes to get there. What's the time now?

Say It!

Write the sentences in your language.

1. I'm afraid I won't be available on that day.
-
2. Can we reschedule it?
-
3. Would 10th May be convenient for you?
-
4. A mid-afternoon meeting would be better, if possible.
-
5. I can rearrange a few things, so I'll be there.
-
6. I've got previous commitments on that day.
-
7. I'm trying to schedule a meeting.
-
8. She'll also be free on Monday.
-

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- 1**
1. scheduled
 2. check your calendar
 3. reorganise
 4. cancel
 5. postpone
 6. alternative date
- 2**
1. equipment
 2. break
 3. convenient
 4. confirm
 5. participants
- 3**
1. c 2. f 3. e 4. a 5. d 6. b
- 4**
1. leave urgently
 2. get the dates mixed up
 3. held up in a traffic jam
 4. feel ill
 5. get lost
- 5**
1. b 2. a 3. a 4. b 5. a 6. b

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- 6**
1. took place
 2. gave a presentation
 3. attended the meeting
 4. made arrangements
 5. tied up
 6. previous commitment
 7. hold a meeting
 8. busy
- 7**
- a. half past twelve
 - b. quarter to eleven
 - c. quarter past nine
 - d. quarter past ten
 - e. half past two
 - f. ten past two
1. b 2. e 3. d 4. a 5. f 6. c

Say It!

1. Me temo que no estaré disponible ese día.
2. ¿Podemos cambiarlo?
3. ¿El 10 de mayo le iría bien?
4. Una reunión a media tarde me iría mejor, si es posible.
5. Puedo reorganizar algunas cosas, así que allí estaré.
6. Tengo compromisos anteriores para ese día.
7. Estoy intentando programar una reunión.
8. También estará libre el lunes.