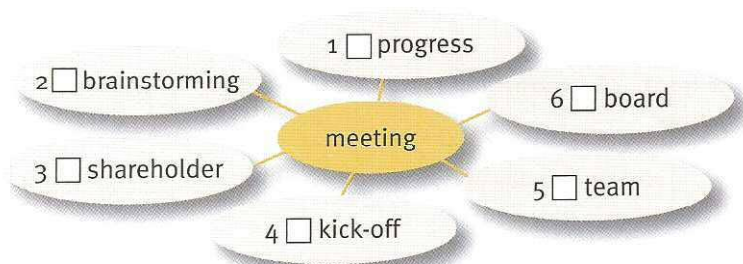


## 1

# Could we meet next week?

## STARTER

Work with a partner. Match the different types of meeting (1–6) with the definitions (a–f).



- People who work in the same department have this type of meeting regularly.
- This is a meeting of a company's most senior managers.
- If you need new ideas, you have this type of meeting.
- This is a meeting for a company's investors.
- At this type of meeting, you talk about what has been accomplished on a project.
- This type of meeting is held at the beginning of a project.

Now ask your partner the questions below and make a note of the answers. Then tell the class what you have found out.

- How often do you have meetings in English? Which of the meetings above do you attend? What other types of meeting do you have?
- Are your meetings with colleagues from your company or with contacts from other companies (customers, suppliers, clients, ...)?



## 1 Listen to the two telephone dialogues and complete the table.

	Dialogue 1	Dialogue 2
a What will the meeting be about?		
b When will the meeting take place?		
c How long will the meeting last?		



**2 Listen again and complete the sentences from the dialogues.**

**Call 1**

- 1 Could we \_\_\_\_\_ a time to meet next week?
- 2 How \_\_\_\_\_ Monday at nine?
- 3 Sorry, I can't \_\_\_\_\_ it then.
- 4 How \_\_\_\_\_ sometime after lunch?
- 5 Should we \_\_\_\_\_ for the whole afternoon?
- 6 Let's leave the length of the meeting \_\_\_\_\_ for now.
- 7 So, I'll \_\_\_\_\_ you on Monday at two.

**Call 2**

- 8 \_\_\_\_\_ we could meet and go over the details \_\_\_\_\_?
- 9 What time \_\_\_\_\_ you \_\_\_\_\_ in mind?
- 10 Would half past five \_\_\_\_\_ you?
- 11 I'm \_\_\_\_\_ I have another appointment then.
- 12 Well, I'll see you \_\_\_\_\_ Monday \_\_\_\_\_ 7.30, then.
- 13 I look \_\_\_\_\_ to meeting you then.

**Which sentences (1-13) can be used:**

- a to arrange a meeting? \_\_\_\_\_
- b to discuss the length of a meeting? \_\_\_\_\_
- c to arrange the time of a meeting? \_\_\_\_\_
- d to say that a suggested time for a meeting is not convenient? \_\_\_\_\_
- e to confirm the time of a meeting? \_\_\_\_\_



**3 Put the words in the right order to make typical sentences for making arrangements.**

- 1 let's soon meeting a sometime have  
*Let's have a meeting sometime soon.* \_\_\_\_\_
- 2 like to you when meet would ?  
\_\_\_\_\_
- 3 at Thursday how 11.30 about morning ?  
\_\_\_\_\_
- 4 would for next be Tuesday you how ?  
\_\_\_\_\_
- 5 fine would yes, that be  
\_\_\_\_\_
- 6 to forward you I look then meeting  
\_\_\_\_\_