

Semana 16 marzo 20 marzo

Esta semana comenzamos la unidad 9 Scheduling Meetings (Programando reuniones).

Como siempre empezaremos por trabajar con el vocabulario de la unidad. En esta ocasión, buscaremos un sinónimo en inglés de cada una de las palabras además de su traducción al español.

9 Vocabulary Builder

Learn the vocabulary you need. Write the words in your language.

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SCHEDULING MEETINGS

attend	_____	light refreshments	_____
break (n)	_____	make arrangements	_____
busy	_____	microphone	_____
check your calendar	_____	participant	_____
confirm	_____	previous commitment	_____
convenient	_____	projector	_____
equipment	_____	schedule (v)	_____
free	_____	sharp	_____
give a presentation	_____	take place	_____
hold a meeting	_____	tied up	_____

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RESCHEDULING MEETINGS

appointment	_____	leave the office urgently	_____
arrange	_____	participate	_____
cancel	_____	postpone	_____
feel ill	_____	reorganise	_____
get lost	_____	reschedule	_____
get the dates mixed up	_____	running late	_____
held up in a traffic jam	_____	suit	_____

HEALTH PROBLEMS

broken leg	_____	headache	_____
cold	_____	sore throat	_____
earache	_____	toothache	_____
flu	_____	upset stomach	_____

Extra!

backache	_____	have a meal	_____
conference call	_____	medical procedure	_____
get better soon	_____	mid-afternoon	_____
get confused	_____	mid-morning	_____
get well quickly	_____	schedule (n)	_____
get well soon	_____	set up	_____

Una vez adquirido el vocabulario del tema, pasaremos a practicar con las actividades. Leeremos el Reading de la actividad 1 y completaremos el cuadro que tenemos a la derecha (Type of meeting, Where, etc.). Luego llevaremos a cabo la actividad 4 en la que tenemos que decir si son verdaderas o falsas las frases que hablan de la actividad número 2.

9 Scheduling Meetings

Getting Started: Vocabulary (page 117)

1 Read the e-mail. Then complete the chart.

Dear All,
 Our marketing meeting will take place on Friday, 22nd February, in the conference room on the fifth floor. The meeting will start at 9.00 am sharp and will end at 1.00. There will be a 15-minute break with light refreshments at 11.00. A microphone and projector will be set up in the conference room. If you need any other equipment, please let me know.
 Thanks,
 Jenny Berqvist

Type of meeting: _____
 Where: _____
 When: _____
 Organiser: _____
 Equipment: _____

2 Two administrative assistants (A and B) are scheduling a meeting. Listen to the dialogue and circle the correct answers.

A: Hello, Diane. This is ¹ *Cathy / Katie*, John Mack's assistant, speaking. I'm trying to schedule a meeting with all the ² *directors / reps*.

B: Right, Alice mentioned that to me. When is the meeting going to take place?

A: We'd like to hold the meeting on 3rd March. John asked me to check the date with Alice first. Is she free on the 3rd?

B: Just a minute, I'll check Alice's ³ *calendar / computer* ... No, I'm afraid that won't work. She's got a previous commitment on the 3rd.

A: I see. Would Thursday, 5th March, be convenient for Alice - at ⁴ *two / three* o'clock in the afternoon?

B: A mid-morning meeting would be better - if possible.

A: I'm sorry. John will be tied up all that morning.

B: It's not ideal in the afternoon, but it's OK.

A: Great! I know John wants Alice to give a presentation on the company's ⁵ *sales techniques / sales performance* at the meeting, but I'll get back to you later with more details.

B: OK. Let us know as soon as possible.

3 Practise the dialogue in Exercise 2 with a partner. Pay attention to the expressions in colour.

4 Read the dialogue in Exercise 2 again. Then write T (true) or F (false) next to the sentences. Correct the false sentences.

- 1. Only John and Alice are going to be at the meeting.
- 2. Katie wants to check if the date is convenient for Alice.
- 3. According to Diane, 3rd March is convenient for Alice, but the time isn't.
- 4. John is unavailable on the morning of 5th March.
- 5. At the meeting, John wants Alice to present the development of a new company product.

Tip! We can divide the day into smaller sections, using the terms *mid-morning* and *mid-afternoon*.

Para continuar con el vocabulario realizaremos las actividades 5, 7 y 9 de la siguiente página.

Working with Vocabulary

5 Match A to B to form phrases. Then listen and repeat. 🎧

<p>A</p> <ol style="list-style-type: none"> take give hold make check 	<p>B</p> <ol style="list-style-type: none"> a meeting arrangements a presentation your calendar place
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6 Listen and repeat. 🎧

- participant
- schedule
- confirm
- attend
- free
- convenient
- busy
- tied up
- previous commitment

7 Circle the correct answer.

- Let's **schedule** / **hold** the meeting for mid-afternoon. I don't like lunch meetings.
- Would 3 o'clock on Monday be a **busy** / **convenient** time to meet?
- Can you **confirm** / **take place** that you're coming to the meeting?
- I can't **check the calendar** / **attend the meeting** because I'll be out of town.
- I'm afraid I can't come to the meeting. I've got a **previous commitment** / **participant**.
- I must **make arrangements** / **give a presentation** about banks in Ireland.
- Everyone is too **free** / **busy** to have a meeting this evening. Dan is going to a wedding and Sue will be **tied up** / **convenient** with a conference call from the USA.

8 Listen and repeat the words. Then complete each sentence with the correct word. 🎧

sharp + equipment + projector + microphone break + light refreshments

- We'll have a short _____ at half past two.
- The meeting will start at one o'clock _____. You mustn't be late.
- We've prepared some _____ - coffee, tea, cake and fruit.
- The only _____ I'll need at the conference is my computer.
- I'm going to show the presentation on a _____.
- You won't need to speak loudly. You can use a _____.

9 Complete the sentences to show you understand the meanings of the words in bold.

- You can't **schedule** two meetings for the same person at the same _____.
- When people are **tied up**, it means they are _____.
- If a meeting starts at 9.00 **sharp**, it won't start _____.
- You use a **microphone** when you want all the people in the room to _____ you clearly.
- You use a **projector** when you want all the people in the room to _____ clearly.
- You have a **break** when you want to _____ a meeting for a few minutes.

Your Turn

Jeff is calling Amy, a senior marketing representative, to schedule a meeting. Listen to their conversation. Then complete the e-mail that Jeff sends to the other participants. 🎧

Dear All,

I'm happy to inform you that we have scheduled the annual meeting for the Sales Department. The meeting will take place on Thursday.

1. _____ It will start at


2. _____ and end at

3. _____ It will take place at The

4. _____ Hotel on 5. _____ Street (opposite the 6. _____).

Please let me know if you cannot attend the meeting.

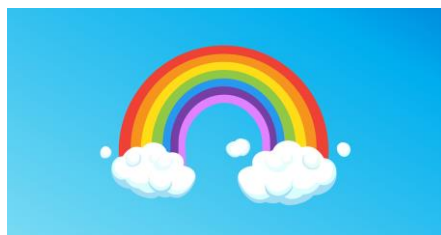
Jeff



Mi correo electrónico para enviar las actividades resueltas es:

raquelgarciaiesguimar@gmail.com

En este correo pueden hacerme también cualquier consulta en horario de lunes a viernes de 8.30 a 14.30.



#stayhome