

Changing a meeting time

Listen to two colleagues arranging a meeting to practise and improve your listening skills.

Before listening

Do the preparation task first. Then listen to the audio and do the exercises.

Preparation task

Match the definitions (a–f) with the phrases (1–6).

Phrases

1. to cancel a meeting
2. to confirm a meeting
3. to bring a meeting forward
4. to postpone a meeting
5. to move a meeting
6. to accept an invitation to a meeting

Definitions

- a. to change the time or date of a meeting
- b. to have a meeting at a later time or date
- c. to have a meeting at an earlier time or date
- d. to say that a meeting will happen
- e. to say that you will go to a meeting
- f. to decide that a meeting will not take place

Tasks

Task 1

Circle the sentence that is correct.

1. The meeting time
 - a. The meeting was first planned for 9 a.m.
 - b. The meeting was first planned for 11 a.m.
 - c. The meeting was first planned for 1 p.m.

2. Moving the meeting
 - a. Lucy wants to cancel the meeting.
 - b. Lucy wants to bring the meeting forward.
 - c. Lucy wants to postpone the meeting.

3. The new meeting time
 - a. The new meeting time is 9 a.m.
 - b. The new meeting time is 11 a.m.
 - c. The new meeting time is 1 p.m.

4. The agenda
 - a. Anna has already sent the agenda.
 - b. Anna is sending the agenda now.
 - c. Anna will send the agenda later.

5. Lucy's presentation
 - a. Lucy is nervous about her presentation.
 - b. Lucy is looking forward to her presentation.
 - c. Lucy isn't ready to give her presentation.

6. Telling the other people
 - a. Lucy will tell the others about the time change.
 - b. Sven will tell the others about the time change.
 - c. Anna will tell the others about the time change.

Task 2

Complete the sentences with words from the box.

accept	bring	agenda
forward	postpone	invitation
		cancel

1. I sent an with the topics for the meeting.
2. Could we the meeting to a later date?
3. Could we the meeting to an earlier time?
4. The project has been stopped. So we need to the meeting.
5. I'll send a meeting with the time and place.
6. I'll the invitation when I get it.

Discussion

What meetings do you have to go to? How do you arrange them?

Transcript

Lucy: Hi, Anna. Do you have a minute to talk about the meeting next Tuesday?

Anna: Sure. We said 11, didn't we?

Lucy: Yeah, we did. But I have a bit of a problem with the time. Would it be possible to move it?

Anna: Oh, I see. We could postpone it to the afternoon, to 1 p.m., for example. Or bring it forward to earlier in the morning. What would suit you?

Lucy: Could we make it 9 o'clock? That would really help me. I have another important meeting in the central office at 12.

Anna: No problem. It's important you're there.

Lucy: Thanks a lot, Anna.

Anna: Do you need help with any preparation? Did you get the agenda I sent out?

Lucy: Yes, I did. And no, that's all fine, thanks. My report is ready and I'm looking forward to presenting it.

Anna: Great.

Lucy: I can tell Sven about the time change. I'll see him later.

Anna: Don't worry about telling Sven. I'll send an email to everyone to confirm the time has changed and with an updated meeting invite.

Lucy: Great. Thanks, Anna.

Anna: OK. I'm happy that works for you. We really need you there and it's good we don't have to cancel it.

Lucy: See you then. Have a good weekend in the meantime.

Anna: You too.