

## A request from your boss

Listen to some requests from a manager to practice and improve your listening skills.

### Before listening

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

### Preparation task

Write the sentences in the correct group.

There's no hurry.	It's important.	Take your time.
Do it when you have time.	Do this first.	This is a priority.
<b>Urgent</b>		<b>Not urgent</b>

## Tasks

### Task 1

Match the beginnings and endings of the phrases.

the customer	a meeting room	to the meeting
to the customer	a report	a presentation

1. send an email .....
2. visit .....
3. reserve .....
4. invite people .....
5. write .....
6. give .....

## Task 2

Write a number (1–4) to put the tasks in order of priority.

- \_\_\_ Visit the customer.
- \_\_\_ Send an email to the
- \_\_\_ Reserve a meeting room.
- \_\_\_ Invite people to the meeting.

## Discussion

Do you sometimes help other people with their work? What do you do for them?

## Transcript

**Susanne:** Hi, Mario. Can you help me prepare some things for the next month?

**Mario:** OK, sure. What can I help you with?

**Susanne:** I need to visit the customer in Germany. It's important.

**Mario:** What can I do to help?

**Susanne:** Can you send an email to the customer? Ask them when I can visit them next week. Please do this first. It's a priority and very urgent.

**Mario:** Right. I'll do it today.

**Susanne:** Thanks. This next task is also important. Can you invite everyone to the next team meeting?

**Mario:** Yes, I will.

**Susanne:** But first you need to book a meeting room. After that, please send everyone an email about it.

**Mario:** Yes, of course.

**Susanne:** And finally, can you write a short report about our new project? I have to give a presentation to our managers next month. Please do it when you have time – sometime in the next two or three weeks. It's not too urgent.

**Mario:** Sure, no problem. I can do it this week.

**Susanne:** There's no hurry. Take your time.

## Answers

### Preparation task

<b>Urgent</b>	<b>Not urgent</b>
It's important. This is a priority. Do this first.	Take your time. There's no hurry. Do it when you have time.

### Task 1

1. to the customer
2. the customer
3. a meeting room
4. to the meeting
5. a report
6. a presentation

### Task 2

1. Send an email to the customer.
2. Visit the customer.
3. Reserve a meeting room.
4. Invite people to the meeting.