

1.2 A work plan

Lesson outcome

Learners can schedule tasks.



Lead-in 1 Which of these tasks do you do in your job?

answer the phone do research go to meetings make calls
process orders travel for work write reports

2 What type of meetings do you go to?

budget client management planning project

Vocabulary Work tasks and activities

3 Read the calendar and to-do list. Match the words in bold with the correct definitions (a-g).

Susan's calendar					
	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29
11.00		Client meeting	¹ Budget meeting		Factory
12.00			Management meeting		
1.00					
2.00	Project planning meeting				Client meeting
3.00					

SUSAN'S TO-DO LIST

Before planning meeting:

- ²**Book** a meeting room
- Create a ³**brief**
- Send out the ⁴**agenda**

Before budget meeting:

- Get data from production
- ⁵**Calculate** production costs

Before management meeting:

- Prepare a ⁶**presentation**
- Get an ⁷**update** from each team member

- a instructions for a work task
- b new information
- c to make a reservation
- d a plan about money
- e to work with numbers to find an answer
- f a list of things to talk about in a meeting
- g a talk about a project, work task, etc.



4 Complete the sentences with the words in bold from Exercise 3.

- 1 She needs to _____ a room for ten people for the meeting.
- 2 Money isn't a problem. The _____ says we have \$10,000 for the project.
- 3 The _____ says the meeting starts at 10 a.m. and we have five points to discuss.
- 4 The work isn't difficult. The _____ gives instructions about the job.
- 5 Jo and Sam have a new project. Their _____ about it was interesting.
- 6 How is your new job? Can you give me an _____ on it?
- 7 We need to prepare a budget. Please _____ the costs before the meeting.



★ **Reading and listening** Scheduling meetings

5A Read the emails and number them in the correct order.



A _____

Hi David,  
 Thanks for your message.
 I usually meet clients on Tuesdays and on Wednesday 27 March I have a management meeting all afternoon. How about Thursday 28 March at 11.00 a.m.? We can meet for an hour.
 Best regards,
 Susan



B _____

Hi Susan,  
 Sorry, I work at home on Thursday mornings. Is Thursday afternoon at 1.00 p.m. OK? Shall we meet in your office?
 Best regards,
 David



C 1

Hi Susan,  
 I hope you are well.
 As you know, we need to have a new project planning meeting by Friday 29 March. I'm available all day on Tuesday or Wednesday. Are you available on those days?
 Best regards,
 David

D _____

Hi Susan,  
 Perfect. See you at 2.00 p.m. on Thursday, in your office.
 Best regards,
 David


E _____

Hi David,  
 I have a planning meeting at 1.00 p.m. How about Thursday afternoon at 2.00 p.m.? We can meet in my office.
 Best regards,
 Susan


B Mark the new project planning meeting on David's calendar.

- 1.00 1 o'clock
- 2.15 two-fifteen
- 3.30 three-thirty
- 4.45 four-forty-five
- 12.00 noon/midday (day)/midnight (night)
- a.m. morning
- p.m. afternoon

David's calendar					
	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29
10.00				Work at home	
11.00					
12.00					
1.00					
2.00					
3.00					


★ **6A**  1.01 Listen to a conversation between David and Susan. Write the work tasks in the correct place on David's calendar.

- Presentation • Phone call • New project planning meeting (new time)

B  1.02 Complete the sentences with the words in the box. Then listen and check your answers.

about available busy date fine see shall then

- 1 We need to change the _____ of the new project planning meeting.
- 2 Are you _____ on Friday 29th, in the morning?
- 3 How _____ Friday afternoon?
- 4 Sorry, I'm afraid I'm _____ then.
- 5 Friday lunchtime is good. _____ we meet in your office?
- 6 I usually have lunch at 1 o'clock. How about _____ ?
- 7 Yes, that's _____. Then we can go to lunch for about an hour.
- 8 _____ you then.

★  Teacher's resources: extra activities

Writing **7** Work in pairs. You are going to schedule a meeting.

- Student A: Look at page 115.
- Student B: Look at page 117.

Reading and listening Scheduling meetings

Hi Nadia,
I hope you are well.
We need to have a budget meeting next week. I'm available all day on Wednesday and Thursday, 15–16th September. Are you available on those days?
Best regards,
Jan

Hi Jan,
Thanks for your message.
I'm sorry, I'm not available on Wednesday or Thursday. I need to prepare a presentation on Wednesday, and on Thursday I have team meetings in the morning and a client meeting all afternoon. How about Friday?
Best regards,
Nadia

Hi Nadia,
Sorry, I usually travel for work on Fridays. How about Monday 13th September? Is 11 a.m. OK? Shall we meet in my office?
Best regards,
Jan


Hi Jan,
Perfect. See you in your office at 11 a.m. on Monday.
Best regards,
Nadia

1 Read the emails and choose the correct option.

- 1 When do Jan and Nadia need to have a budget meeting?
a tomorrow b this week c next week
- 2 What does Nadia need to do on Wednesday?
a meet clients b prepare a presentation c have a team meeting
- 3 What does Jan usually do on Fridays?
a work from home b travel for work c make calls
- 4 What day is the budget meeting?
a Monday b Wednesday c Friday

2 Read the emails again and complete the sentence.

The budget meeting is on ___th September, at ___ a.m. in ___'s office.

3  1.01 Listen to the conversation between Jan and Nadia and complete the sentences with the dates and times in the box.

1.30	3.00	8	9	10	11	11.15	13
------	------	---	---	----	----	-------	----

- 1 Nadia has a meeting with new clients on ___th September.
- 2 Nadia is available on Wednesday ___th, but Jan is busy.
- 3 Nadia has a phone call with the Madrid office at ___ p.m. and a management meeting at ___ p.m.
- 4 Jan needs to send his report before ___ a.m.
- 5 Nadia can finish her meetings by ___ a.m.
- 6 The budget meeting is at ___ a.m. on ___th September.

4 Listen again. Where is the budget meeting?