

A request from your boss

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.

به سوالات زیر جواب بده:

تسک ۱

عبارت های زیر را به هم وصل کن:

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

send an email

visit

reserve

invite people

write

give

تسک ۲

به ترتیب اولویت شماره گذاری کن:

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

جواب ها	
(غیر ضروری) Not urgent	(ضروری) Urgent
<p>There's no hurry Do it when you have time Take your time</p>	<p>Do this It's important Do this first This is a priority</p>
تسک ۱	

- send an email to the customer
- visit the customer
- reserve a meeting room
- invite people to the meeting
- write a report
- give a presentation

تسک ۲

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