

### A voicemail message

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

Choose the best answer

۱) John works at Old Time Toys

- a) Yes
- b) No

۲) Marina wants ...

- a. product information, a brochure and prices.
- b. to call John again later.

۳) Marina's email address is ...

- a. marina.silva@oldtime\_toys.com
- b. marina.silva@oldtime-toys.com

تسک ۲

Write a number (1-۶) to put the actions in the order they are mentioned.

- Marina says that she needs some product information.
- Marina introduces herself.
- Marina leaves her email address.
- Marina says how she got John's phone number.
- Marina asks for a brochure and prices.
- Marina asks John to call her back.

#### جواب ها

۱. b
۲. g
۳. d
۴. c
۵. h
۶. a
۷. e
۸. f

#### تسک ۱

۱. b
۲. a
۳. a
۴. b

#### تسک ۲

- ۱) Marina introduces herself.
- ۲) Marina says how she got John's phone number.
- ۳) Marina says that she needs some product information.
- ۴) Marina asks John to call her back.
- ۵) Marina asks for a brochure and prices.
- ۶) Marina leaves her email address.