

C Match the beginnings and endings of the phrases below.

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|-------------------------------|-------------------------------------|
| 1 are we still okay | a) finalise arrangements today. |
| 2 can we reschedule for | b) for Tuesday? |
| 3 I'll circulate | c) has come up. |
| 4 I need to | d) the agenda in the next few days. |
| 5 let me know if you | e) the following week? |
| 6 something urgent | f) want to make any changes. |

D Put the complete phrases from section C into the three emails below.

Charles-Henri, ⁽¹⁾ ? Please get back to me this morning if possible as ⁽²⁾
Natalia.

Natalia, I'm sorry to ask this at such short notice, but ⁽³⁾
..... ? Perhaps Wednesday 24th? I do apologise, but ⁽⁴⁾
..... I hope it won't inconvenience you too much.
Charles-Henri.

Okay, let's make it Wednesday 24th. ⁽⁵⁾
Please ⁽⁶⁾
Natalia.

E First, review some grammar for planning a trip, then complete the email from a secretary by putting the verbs in brackets into a form of *will* or the present continuous.

The *will* form (*I'll do ...*) and the present continuous (*I'm doing ...*) can both be used for talking about the future, but there is a small difference:

- *will* is used for facts and general beliefs.
- present continuous is used for arrangements (with a time and a place).

As you know, you ⁽¹⁾ *'re going* (go) to Brussels on Wednesday. I've spoken to Mr Cuvier's secretary and the details of the trip are now more or less planned. You ⁽²⁾ (catch) the 8.00 flight from City Airport. Someone ⁽³⁾ (be) at the airport to take you to the hotel – you ⁽⁴⁾ (stay) at the Marriot for just one night. At 11.00 you ⁽⁵⁾ (meet) Mr Cuvier at his office. I'm sure he ⁽⁶⁾ (take) you out to lunch. After lunch you ⁽⁷⁾ (not/do) anything until 4pm, so you ⁽⁸⁾ (have) time to go back to the hotel if you want. The travel agency ⁽⁹⁾ (send) the tickets here by courier this afternoon, so I ⁽¹⁰⁾ (give) them to you as soon as they arrive.