

(Read this direction silently.)

➤ Read the following words and sample sentences with your student.

## Please read after me.

Word	Definition	Sample Sentence
adj. <b>upcoming</b>	about to take place,	I'm calling about our <b>upcoming</b> meeting.
n. <b>advertising campaign</b>	an organized course of action to promote a product or service	I'm calling about the <b>advertising campaign</b> .
n. <b>office</b>	a room or set of rooms where people work or do business	I will be visiting the new <b>office</b> on Tuesday.
n. <b>timetable</b>	schedule	I will put it in my <b>timetable</b> .
v. past tense: held <b>hold</b>	to have something such as a meeting or an election	It will be <b>held</b> in the conference room.
n. pl.: investors <b>investor</b>	a person who puts money into something in order to make a profit	The CEO will be there together with the <b>investors</b> .

(Read this direction silently.)

- Read the whole dialogue as clearly as you can.  
This will be your student's guide in choosing the appropriate word for each blank.

**TUTOR** Good morning, Janis. This is David. I'm calling about an (1) upcoming meeting on our (2) advertising campaign. Are you free on Tuesday afternoon?

**STUDENT** Let me see. I'm sorry, but I will be visiting the new (3) office on Tuesday. How about Wednesday at 2 pm?

**TUTOR** I have a meeting in the morning, but I think it shouldn't take too long. So yes, I'm free at 2 pm on Wednesday.

**STUDENT** Alright! Kindly give me the details of the meeting so I could put it in my (4) timetable.

**TUTOR** It will be (5) held in the main conference room on the 3rd floor. Please be there 10 minutes before 2 pm so we could start on time. The CEO will be there together with our new (6) investors.

**STUDENT** Thank you. I'll be there.

- After you read the whole dialogue, ask your student to choose the appropriate word for each blank.  
What is the missing word in blank no. \_\_\_? (1) to (7)

## Activity 3 Dialogue

4 min

(Read this direction silently.)

- Refer to the dialogue in Activity 2. Read the dialogue with your student.  
Make sure all blanks are filled in before reading it aloud with your student.

(Read this direction silently.)

➤ Read the following statements below and ask your student to choose the appropriate response.

1. Are you free on Tuesday afternoon?

- a. **Yes, I'm free on Tuesday afternoon.**
- b. Yes, I'm free on Tuesday morning.
- c. No, I'm free on Tuesday afternoon.
- d. No, I'm free on Tuesday.

2. Kindly give me the details of the meeting.

- a. The interview will be held on Wednesday at the conference room.
- b. We will hold the team building with the CEO on Wednesday.
- c. **The meeting will be held in the conference room on Wednesday at 2pm.**
- d. The meeting will be hold on the conference room on Wednesday at 2 pm.

3. I'm sorry, but I am not available on that date.

- a. But we want it on Wednesday.
- b. How about you?
- c. When are you busy?
- d. **How about on Wednesday at 2pm?**

4. Are you available on that date?

- a. **Let me check my schedule.**
- b. Yes, I don't think so.
- c. No, I am.
- d. Let's go with my schedule.

5. Please be there 10 minutes before 2pm.

- a. Sure. I do it.
- b. **Sure! I will be there.**
- c. Sure! I can.
- d. Sure! I am free.