

Changing a meeting time

Preparation task

1. Match the definitions (a–f) with the phrases (1–6).

Phrases

1. to cancel a meeting
2. to confirm a meeting
3. to bring a meeting forward
4. to postpone a meeting
5. to move a meeting
6. to accept an invitation to a meeting

Definitions

- a. to change the time or date of a meeting
- b. to have a meeting at a later time or date
- c. to have a meeting at an earlier time or date
- d. to say that a meeting will happen
- e. to say that you will go to a meeting
- f. to decide that a meeting will not take place

2. Listen to two colleagues arranging a meeting and circle the write option.

1. The meeting time

- a. The meeting was first planned for 9 a.m.
- b. The meeting was first planned for 11 a.m.
- c. The meeting was first planned for 1 p.m.

2. Moving the meeting

- a. Lucy wants to cancel the meeting.
- b. Lucy wants to bring the meeting forward.
- c. Lucy wants to postpone the meeting.

3. The new meeting time

- a. The new meeting time is 9 a.m.
- b. The new meeting time is 11 a.m.
- c. The new meeting time is 1 p.m.

4. The agenda

- a. Anna has already sent the agenda.
- b. Anna is sending the agenda now.
- c. Anna will send the agenda later.

5. Lucy's presentation

- a. Lucy is nervous about her presentation.
- b. Lucy is looking forward to her presentation.
- c. Lucy isn't ready to give her presentation.

6. Telling the other people

- a. Lucy will tell the others about the time change.
- b. Sven will tell the others about the time change.
- c. Anna will tell the others about the time change.

3. Complete the sentences with words from the box.

Accept | bring | agenda | forward | postpone | invitation | cancel

1. I sent an _____ with the topics for the meeting.
 2. Could we _____ the meeting to a later date?
 3. Could we _____ the meeting _____ to an earlier time?
 4. The project has been stopped. So we need to _____ the meeting.
 5. I'll send a meeting _____ with the time and place.
 6. I'll _____ the invitation when I get it.
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<https://learnenglish.britishcouncil.org/free-resources/listening/a2/changing-meeting-time>

Source: British Council