

Two workers in an office)

James: Hi Alice. How are you today?

Alice: Hi James. I'm fine, and you?

James: Great, thank you. Remember, the meeting is at 3 o'clock.

Alice: Excuse me, which meeting?

James: Which meeting?! The meeting with the boss!

Alice: Are you sure there is a meeting today?

James: Alice, Alice, every month there is a meeting with the boss. This month that meeting is this afternoon.

Alice: Calm down. OK, there's a meeting this afternoon. What time is it?

James: Alice, this is important. The meeting is at three o'clock sharp!

Alice: Thank you James... By the way, what time is it now?

James: It's quarter past eleven.

Alice: It's time for lunch!

James: Lunch, now? Lunch time is at twelve.

Alice: Well, I'm hungry now.

James: You're funny Alice. This is an office.

Alice: I'm hungry ... it's just a snack ...



COMPREHENSION:

What did James ask to Alice?

How did Alice react?

When do they have the meeting in their company?

What time is the meeting?

Why did James said that Alice is funny?

VOCABULARY:

1. The CEO of the company called a _____.
a. sharp
2. The company investors are very _____ people.
b. meeting
3. The meeting will start at 1:00 _____.
c. hungry
4. _____, have you received that letter yet?
d. funny
5. The employees got _____ after the meeting.
e. important
6. The manager is very _____, he keeps telling jokes
f. by the way
g. quarter

LETS TALK:

What is your job?

Did you experience working in an office?

Did you also have some meetings?

When do you usually have the meeting?

Do you often forget about company meetings like Alice?