

EPISODE 13
LEVEL A1.2/A2.1

READING COMPREHENSION



MEETINGS IN THE OFFICE



My boss told me to **set up** (= organize) a meeting yesterday. It was **an EGM** (= extraordinary general meeting), a meeting to discuss a very important problem. We agreed to have it on May 12. Later, he told me to **bring it forward** (= make a meeting earlier) and we agreed we could have it on May 7. Next he asked me to **postpone** it (= make a meeting later) and he said May 15 would be perfect. He said he would **attend** it (= be present), and asked everybody to **stick to the point** (= make no digressions from the subject). Then he decided to **miss** it (= not come). Finally, he decided to **cancel** it (= not have it at all). This is another reason why I like my boss so much

More contexts for the new words:

- If you postpone a meeting, you **put it off**.
- If you cancel a meeting, you **call it off**.
- If you set up a meeting, you **arrange** it.



EXERCISE 1

Complete the sentences with the words in **bold** above.

- 1) I was ill, so I couldn't the meeting.
- 2) One of the duties of a secretary is to all the meeting in a company. She has to book a room and make sure everyone knows about the meeting.
- 3) I will be busy on Monday, so let's our meeting then.
- 4) 4pm is too early. Can we our date till 6 pm?

5) I know you have a lot of ideas on different subjects, but let's stick to the

6) Next month will be too late. Can't we bring the meeting a bit?



EXERCISE 2

Add the missing letters. Then answer the questions.

1. Who usually _ r _ _ _ _ meeting at your workplace?
2. When was the last time you _ _ s _ _ a meeting? Why?
3. When did you last have to _ _ _ c _ l a date? How did your partner react?

ENGLISH IN USE



Let's look at the first sentence of the text:

My boss told me to set up a meeting yesterday.

Look at the verb "to tell". After this verb we need to specify "who", so the structure is:
to tell **somebody** (to do something):

*I told **him** about it.*

*I told **my mother** I love her.*

*I told **my son** to be quiet.*

IDIOM CLOSE-UP



A/ How much does he earn?

*B/ Not much. He hardly **MAKES ENDS MEET**.*

To **make ends meet** means to have just enough money to pay for the things that you need

PHRASAL VERBS CLOSE-UP



1. In the first sentence, SET UP means 'to organize':

*My boss told me to **set up** a meeting yesterday.*

2. SET UP can also mean 'to start':

*He **set up** a new business last week.*

3. Another phrasal verb with 'set' is SET OFF. It means to leave for a trip:

*We **set off** early in the morning.*



EXERCISE 3

Choose the best option

1. My boss told *to me/ me/ I* to shut up.
2. We set *off/ up/ out* too late, so we missed the train.
3. If you're unemployed, it's hard to *do/ make/ take* ends meet.

NEWS



SEXUAL HARASSMENT

The marketing manager of Eusco, Inc. was fired last week after being accused of **sexual harassment** in the workplace. The **accusation** was made by his personal assistant, who said that Arnold Brisk tried to **force** her to meet him after work. She also said that she would never do anything to **cheat on** her husband. Arnold Brisk of course **denies** all the accusations.

GLOSSARY

- **sexual harassment** – sexual behaviour that annoys or upsets someone
- **accusation** - a statement saying that someone has done something morally wrong
- **to force sb to do sth** – to make sb do sth against their will
- **to cheat on your husband/ wife** – to secretly have a sexual relationship with sb else
- **to deny sth** – to say that sth is not true

KEY TO EXERCISES

Ex.1

- | | |
|------------|-------------|
| 1. attend | 4. postpone |
| 2. arrange | 5. point |
| 3. cancel | 6. forward |

Ex.2

1. arranges
2. missed
3. cancel

Ex.3

1. me
2. off
3. make