



CONVERSATION

Clip 1

Ken: Good morning everyone. I'm sorry to keep you waiting. This announcement will be fairly brief. Unfortunately, there will be five people who can't attend the meeting tomorrow. I'm going to reschedule the meeting into a more convenient time.

Michelle: We understand Sir. So, when would be the possible schedule?

Ken: I will send an update with the new date and time later this week.

Clip 2

Hiro: As scheduled, we are supposed to have a monthly meeting next week. But since there is nothing to discuss this week, so we are going to cancel this week's meeting.

Sol: So, what would be the activity for the next week then?

Hiro: The deadline of the book publishing is near. We will use the entire week patching up for the delayed work so as we can make it to the deadline.



USEFUL EXPRESSIONS

- I'm going to reschedule the meeting into a more convenient time.
- I will send an update with the new date and time later this week.
- But since there is nothing to discuss this week, so we are going to cancel this week's meeting.

LET'S TALK

1. Have you tried being a chairperson in a meeting? Was it easy to conduct or set the agenda of a meeting? Why or why not?
2. What are the common reasons for postponing your company's meeting ?
3. Setting a more convenient schedule is very complicated. Suggest some possible solutions on how to come up with a good schedule for the meeting.

ACTIVITY

1. Cancel a meeting for the reason that the director won't be around on the scheduled date.