

## A morning briefing

Listen to a morning briefing to practise and improve your listening skills.

### Before listening

Do the preparation task first. Then listen to the audio and do the exercises.

### Preparation task

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

#### Vocabulary

1. .... a position
2. .... a replacement
3. .... a briefing
4. .... to make improvements
5. .... a solution
6. .... to introduce something

#### Definition

- a. a short meeting to give information and updates
- b. a job
- c. a person who will take the place of another one
- d. to make something better
- e. a way of dealing with a difficult situation or problem
- f. to start or begin something

### Tasks

#### Task 1

Are the sentences true or false?

1. The briefing will be short this morning.
2. The new head of department is starting this week.
3. The car park will be closed for improvements.
4. If you arrive first thing in the morning, you should park on Brown Street.
5. There will be no parking in the church car park after 6 p.m.
6. You can only pay with credit and debit cards in the canteen.

#### Answer

- |      |       |
|------|-------|
| True | False |
| True | False |
| True | False |
| True | False |
| True | False |
| True | False |

**Task 2**

Write the words in the correct group.

Firstly, there will be ...	I have two more quick points.	If you arrive before 8.30 a.m., please use ...
If you arrive after that you should go directly to ...	The other thing I want to tell you about is ...	You have to leave before 6 p.m.

Giving information	Giving instructions

**Discussion**

Who do you have to give information and instructions to? What about?

## Transcript

Hi, everyone. I know you're all busy so I'll keep this briefing quick. I have some important information about a change in the management team. As you already know, our head of department, James Watson, is leaving his position at the end of this week. His replacement is starting at the end of the next month. In the meantime, we'll continue with our projects as usual.

I have two more quick points. Firstly, there will be some improvements made to the staff car park next month for a few weeks. It will be closed during that time.

Don't worry, we've found a solution. We can use the local church car park until our own one is ready. If you arrive before 8.30 a.m., please use our small car park on Brown Street, and if you arrive after that, you should go directly to the church car park. It's only a five-minute walk away. But they need it in the evenings, so you have to leave before 6 p.m. Sorry about that – I know how much you all love working late!

The other thing I wanted to tell you about is that the canteen has now introduced a cashless payment system. So, you can't use cash for payments any more. You can pay directly with your smartphone or you can pay using your company ID card. The total amount put on your company ID card comes off your salary at the end of each month.

OK. That's it? Are there any questions?

## Answers

### Preparation task

1. b
2. c
3. a
4. d
5. e
6. f

### Task 1

1. True
2. False
3. True
4. True
5. True
6. False

### Task 2

Giving information	Giving instructions
<p>The other thing I want to tell you about is ...</p> <p>Firstly, there will be ...</p> <p>I have two more quick points.</p>	<p>If you arrive after that you should go directly to ...</p> <p>You have to leave before 6 p.m.</p> <p>If you arrive before 8.30 a.m., please use ...</p>