A Busy Office Morning (A2 · English A2)

Tekst / Transcript

Anna: Good morning, Tom. Do you have my schedule for this week?

Tom: Yes, it is here on your desk. Your first meeting starts at nine.

Anna: That is early. I need coffee first.

Tom: The coffee is ready. I also bring you a small present from the team.

Anna: Thank you very much. That is very kind.

Tom: We expect a big meeting today. Many people come.

Anna: I know. We have a long discussion about the new office.

Tom: Some people want a new building. Other people like this one.

Anna: Please, we do not argue today. We only listen and talk.

Tom: You are right. I stay calm.

Anna: Good. Do you have the report about last month?

Tom: Yes, it is in your email. It is only three pages.

Anna: Perfect. I read it now.

Tom: The boss wants an answer today. He waits for your reply.

Anna: I write to him after lunch.

Tom: They also offer us a bigger room on the second floor.

Anna: Really? That sounds nice.

Tom: You can consider it and tell them tomorrow.

Anna: Yes, I think about it tonight.

Tom: Everybody is tired, but nobody says it.

Anna: People need time to express their feelings at work.

Tom: True. And this is our final meeting before the holiday.

Anna: Finally we can rest next week!

Woordenlijst

Word	Meaning
schedule	
discussion	
argue	
consider	
present	
report	
reply	
offer	
expect	
express	
final	
finally	
first	
following	
foreign	
formal	
fortunately	
forward	
free	
fresh	
fun	
further	
future	
before	
seat	

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