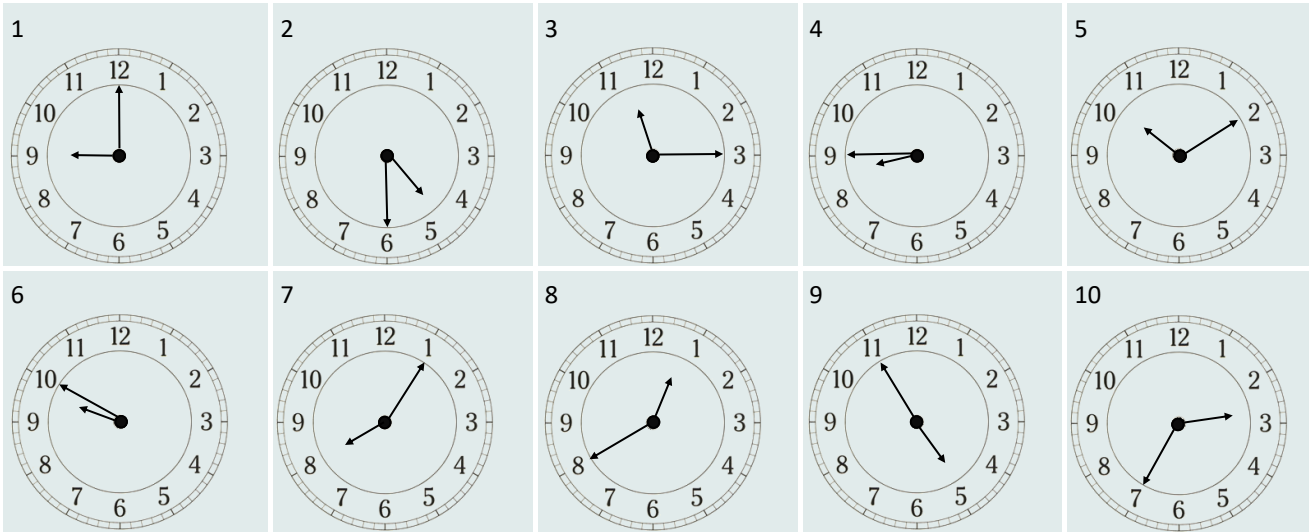




- ◊ Read a script about meeting arrangements
- ◊ Review telling the time
- ◊ Review talking about times and dates

Starting Off

1 Listen to ten people talking about business arrangements. Draw the times they mention on the clocks below.



### Scripts

- |   |  |
|---|--|
| 1 The conference begins at nine o'clock.            | 6 My meeting finished at 10.50.                                  |
| 2 My train leaves at 4.30.                          | 7 Her flight arrives at five past eight.                         |
| 3 We'll take a coffee break at quarter past eleven. | 8 We arrived at the restaurant at 12.40.                         |
| 4 I get to work at 8.45.                            | 9 She left work at five to five.                                 |
| 5 My visitor arrived at ten past ten.               | 10 The meeting started ten minutes late at twenty-five to three. |



2 Read the times on the clocks below to your partner. Then listen to your partner and note the times on the clocks below.

