

Answers

A) Match the phrases to the definitions

Based on the context of the article, can you match the words in the box to the definitions listed below? Then add the word into the example sentence. You may need to change the form of the word to fit the meaning of the sentence.

To call off	to come up	to overrun	
To bring forward	to have a clash	to put off	to be tied up
To work around someone	to move some things around	to free up	

11. To continue beyond the expected time that something should take: **to overrun**

*"Apologies for being late, my previous meeting **overran**."*

12. To be so busy that you are unable to talk to someone or go somewhere: **to be tied up**

*"Apologies, I'm a little **tied up** on Monday with a lot of meetings. Do you have any time on Tuesday afternoon?."*

13. To move an event to an earlier time or date: **to bring forward**

*"It appears that the matter is more urgent than we first expected. I'm going to **bring forward** the meeting to tomorrow morning."*

14. To cancel an event: **to call off**

*"Tomorrow's event has been **called off** due to the bad weather."*

15. To change some things in your schedule to adapt to someone else's: **to work around someone**

*"If you are quite busy over the next few days, we are happy to **work around** you so that we can make sure that we fit in another meeting before the weekend."*

16. To appear unexpectedly (referring to a situation, problem or emergency): **to come up**

*"I'm sorry, something quite important has just **come up**, and I need to deal with it immediately. Could we postpone our meeting until next week?"*

17. To make a time available for an event or task: **to free up**

*"I will **free up** some time this afternoon to finish the report."*

18. To delay something to a later time or date: **to put off**

*"Let's **put off** this discussion until tomorrow".*

19. To rearrange some parts of your schedule: **to move some things around**

*"If you're only free tomorrow at 3, I can **move some things around** to free up some space."*

20. To have 2 events which are scheduled to happen at the same time: **to have a clash**

*"Apologies, I **have a clash** in my schedule at the time of our meeting, so unfortunately I will be unable to attend."*

B) Key Words in a New Context

Advertising Campaign Meeting

Alex, Sarah, and Mike are discussing the launch of a new advertising campaign.

Alex: So, moving on to the campaign launch. We only have a few weeks left until the big day, and we have a lot of work to do. It is going to be a real challenge to meet the deadline, but we absolutely cannot afford to miss it.

Sarah: Agreed. I think we need to **bring forward** some of the tasks on the timeline to make sure we meet the deadline. Based on how slowly things have moved so far, I think it is a good idea to start designing the main concepts a little bit earlier in case some unexpected problems **come up**.

Mike: That's a good point. I can start work on the concept design and copywriting at the beginning of next week.

Sarah: Great, that **will free up / frees up** some time for me to work on the social media campaign.

Mike: Also, I'm going to **call off** my trip to Berlin at the end of next week to make up for the lost time.

Sarah: Oh no, that's not good. Is there any way you can **put off** some of your tasks until you're back?

Mike: I don't think so. I'm so **tied up** at the moment with the launch as well as another project, so I'm going to be working over the weekends until after the launch date.

Alex: Okay, I appreciate your commitment Mike. I'll continue with my work on setting up the campaign tracking. It is also important to arrange a quick meeting next week just to check up on progress. Do you both have time next Wednesday afternoon at around 3pm?

Sarah: I have some small meetings on Wednesday, but I can **move some things around** to make it work. My other meetings aren't so important, and this is a much more pressing issue.

Mike: I have a meeting next Wednesday afternoon from 2-3pm, but it is likely to **overrun**, so I wouldn't be able to guarantee that I would be there on time for 3pm.

Alex: In that case, I'm happy to **work around** you Mike if you would prefer, say, 3.30?

Mike: Yes, that works. Would you be able to make that Sarah?

Sarah: Yes, that would be fine, I'll move some things around.

Alex: Ok great, I'll send you both an invite on Teams to confirm.

C) Comprehension Questions

1. What do you think Mike means when he uses the phrase "to make up for lost time"?
To make up for lost time means to do something faster, so that you can compensate for the fact that you didn't do something fast enough before.

The phrasal verb 'to make up for' something means to compensate for something. "He made up for his mistake by setting up a workshop to teach others not to do the same."
2. What do you think Sarah means when she describes the launch as a "pressing issue"?
If something is 'pressing', it means that it requires immediate attention. When prioritising tasks or meetings, it is important to do the most pressing tasks first.
3. What is Mike's main problem with the suggested 3pm meeting on Wednesday afternoon? Does he have a clash in his schedule?
Mike's main problem is that his meeting from 2-3pm might go on for longer than expected. He doesn't have a clash in his schedule, but he wants to move the meeting anyway just in case.
4. What phrase does Mike use to say that he agrees with the 3.30pm time for the meeting next Wednesday afternoon?
He says "that works". This is one of the most common ways to say that you will be able to attend a meeting: "That works for me / 3pm works for me"
5. What phrase does Mike use to ask Sarah if she will be able to attend the meeting?
He asks her if she will be able to 'make it'. To 'make' an event means to be able to attend an event. This is a very common phrase which is also appropriate for business: "The meeting is too early; I don't think I'll be able to make it". "Can you make the party on Friday?"