

LISTENING, 2.3., p. 18

1. Ms Taylor is coming for _____ (3 words) on Thursday.
2. The event will take place in conference room B2. At reception they can always give her _____ (1 word).

LISTENING, 2.4., p. 18

1. There is a problem with conference room bookings. It looks like B2 is _____ (2 words).
2. They can't ask the _____ (3 words) the meeting, but it's only _____ (1 word) till 11 o'clock, so it can be used _____ (1 word).
3. Pierre suggests that Mel should _____ (2 words) to reception and get the keys to both room so that Mel can _____ (3 words).
4. Pierre will _____ (1 word) Mel's group _____ (1 word) till 12 in case the chairman's meeting _____ (2 words).
5. Mel suggests that she will email the people about the _____ (2 words).
6. In case the conference participants won't read the email, Pierre will leave a note in reception with the _____ (2 words).

LISTENING, 2.5., p. 20

1. Harry says there is a _____ (4 words) coming from sales force and the information that they get is often too _____ (6 words).
2. Gabriella thinks that the extra training for the regional managers was _____ (1 word) which _____ (2 words) meant that they weren't well _____ (1 word) to teach their staff.
3. The sales team from Reedleys have only had very _____ (1 word) informal training with the system so far.
4. iPAQ is an _____ (2 words) pilot. It could be used by sales team. They could _____ (2 words) directly in the shops. There is even a _____ (2 words) to take photos of _____ (2 words). The information is then _____ (3 words) for analysis.
5. With iPAQ they could produce reports and data in a more _____ (2 words).
6. Gabriella is concerned about what form the training will _____ (1 word). She doesn't want anybody _____ (3 words) implementation.
7. Kamal is afraid that his department can't _____ (5 words) in a short period of time.

8. Training firm Pollack has a very good reputation. They have _____ (6 words) other IT training courses for them in the past.

9. The aim of _____ (3 words) is to make the sales staff become a bit more proactive in their _____ (1 word) to selling.

10. It's difficult for sales staff to adapt to working with someone who used to work for competition. There's sometimes a _____ (5 words).

11. They will have to find a way to _____ (1 word) the process of integration to create a _____ (1 word) team more quickly.

1. Takže to rozjedeme? (ball)

Shall _____, _____?

2. Když už mluvíme o školení..... (subject)

While _____,