

BEC PRELIMINARY PRACTICE TEST READING

PART SEVEN

Questions 41 – 45

- Read the two emails below.
- Complete the conference room booking form on the opposite page.
- Write a word or phrase (in CAPITAL LETTERS) or a number on lines 41 – 45.

TO: Edgar Manning
FROM: Javier Benitez
SUBJECT: Regional Development Meeting – 7th September

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Sorry, but I have to attend a Sales Managers Meeting on 7th. Can we re-arrange for 14th September? Also I'd like to start at 10.00hrs as 4 new managers will be attending and they have a long way to come.

Would it be okay to have a hot meal in the canteen that day?

TO: Sophie Weitz
FROM: Edgar Manning
SUBJECT: Changes to 7 September booking

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Please see attached from Javier. The meeting I'm organizing is now 17th as the Director's Meeting is on 14th. The usual 8 managers will be 12 and although I'd like to have a hot meal, we won't have time, so sandwiches as usual please. I've agreed the new start time and we should finish around 1700hrs.

CONFERENCE ROOM BOOKING SHEET

Meeting title: (41)

Meeting organiser: (42)

Date required: (43)

Start & Finish time: (44) hrs

No. of people: 12

Type of lunch: (45)