

# LESSON 3

# TALK ABOUT WHAT YOU NEED TO DO



LUCAS MORALES

@LucasM

Lots of meetings with the design team this week, presenting ideas to clients. Wish me luck!



## 1 VOCABULARY Meeting preparation

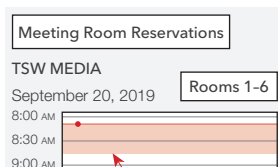
**A** ▶ 05-12 Listen. Then listen and repeat.



send an invitation



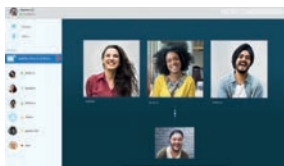
write an agenda



reserve a meeting room



create a presentation



arrange a video call



order refreshments

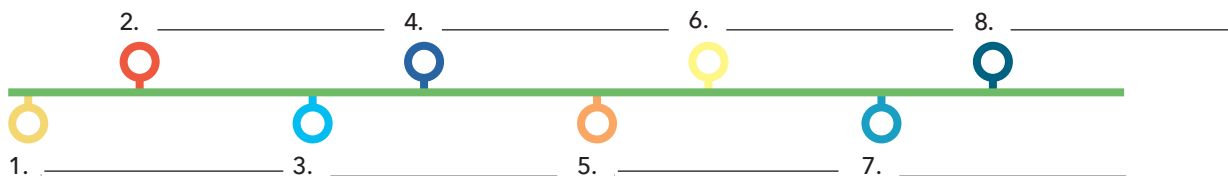


make photocopies



check equipment

**B** You are planning a meeting. Put the actions from 1A in the order that you need to complete them. More than one answer may be possible.



**C PAIRS** Compare your answers in 1B. Did you put the actions in the same order?



## 2 GRAMMAR Have to / Need to for obligation and necessity

Affirmative statements					Negative statements				
Subject	Have to / Need to		Base form of verb		Subject	Do / Does	Not	Have to / Need to	Base form of verb
I	have to		make photocopies.		I	do	not	have to	make photocopies.
He	has to				He	does			
She	needs to		order lunch.		She	does		need to	order lunch.
They	need to				They	do			
Yes / No question						Short answers			
Do	Subject	Have to / Need to		Base form of verb		Affirmative		Negative	
Do	I	have to		be there early?		Yes, you do.		No, you don't.	
Information question						Answer			
Wh-word	Do	Subject	Have to / Need to		Base form of verb	Subject	Have to / Need to		Base form of verb
What	do	we	need to		bring?	You	need to		bring your laptops.

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### 3 PRONUNCIATION

- A** ▶05-14 Listen. Notice the weak pronunciation of *to* and the blended pronunciation of *have to*. Then listen and repeat.

Are they coming *to* the office? I have *to* check the sound.  
I need *to* call tech support. I don't have *to* go *to* the meeting.

#### Weak and blended pronunciation of *to*

The word *to* is usually unstressed and has the short, weak pronunciation /tə/, especially before a consonant sound. Sometimes we blend *to* with the word before it. We blend *have to* together as "hafta" /hæftə/.

- B** ▶05-15 The word *to* is missing from these sentences. Write the word *to* where you think it is missing. Then listen and check your answers.

1. What do we need do?
2. I have write an agenda.
3. I need send invitations the guests.
4. I'll have send a link the website.
5. I don't have time do everything.
6. I don't need make photocopies.

- C** **PAIRS** List three things you have to or need to do this week. Share your list.

### 4 CONVERSATION



- A** ▶05-16 Listen or watch. Circle the correct answers.

1. New clients are *coming to the office* / *having a video conference* / *visiting a resort*.
2. Marta will help Victor *send an invitation* / *write an agenda* / *check the equipment*.
3. Lucas needs to *create a presentation* / *send an invitation* / *make a list of people*.
4. Lucas needs to order *lunch* / *breakfast* / *snacks*.
5. The meeting is *moved earlier* / *moved to next week* / *canceled*.



- B** ▶05-17 Listen or watch. Complete the conversation.



Victor: Let's talk about what we need to do for the meeting.  
Lucas: Sure. I guess I \_\_\_\_\_ reserve a meeting room.  
Victor: Yes, that's right.  
Lucas: OK. Do I have to create a presentation?  
Victor: No, you \_\_\_\_\_. I'm going to do it.  
Lucas: Is there anything else?  
Victor: Yes. We \_\_\_\_\_ order refreshments.



- C** ▶05-18 Listen and repeat. Then practice with a partner.  
**D** **PAIRS** Make new conversations. Use the words in 1A or your own ideas.

### 5 TRY IT YOURSELF

- A** **MAKE IT PERSONAL** You're going to plan a meeting. Think about what you'll need to do. Take notes.

- B** **PAIRS** Plan a meeting. Talk about what you need to do, and then decide on two things each of you will do.

A: We need to reserve a meeting room.

B: OK. I'll reserve the room. Do we have to...?

**I CAN TALK ABOUT WHAT I NEED TO DO.**

