

Explain a room-booking change

NA1 | Read new facts, discuss them and write a message

You are Alex. Your teacher is your colleague Sam. These details are fictional. Read your notes, then explain the change to Sam.

1. Read your notes

It is Monday at 10:00.

Room: your booking for this Tuesday at 11:00 has been cancelled. The venue offers this Thursday at 11:00 or 14:00; neither new slot is booked yet.

Why it matters: a team briefing is planned for this Wednesday at 11:00.

Your idea: move the briefing to Thursday at 11:00. You can attend either Thursday slot. Ask Sam which works.

Your next action: confirm the chosen room slot with the venue by 11:00 today.

Your next update to Sam: 12:00 today, even if the venue has not confirmed.

2. Talk to Sam

Take one minute to prepare. Speak for up to one minute. Explain what changed, why it matters and what you suggest. Answer Sam's question. Agree what happens next.

A few words to help me speak:

3. Write a short message

Take up to three minutes. Confirm the change, the next step you discussed and when Sam will hear from you. Keep the message consistent with your conversation.

Message to Sam:

Use your own words. You can ask Sam to repeat or clarify. Afterwards, check the plan together and choose what to work on next.