



EP037 Homework

A Busy Morning

LEVEL	A1 Beginner
GOAL	Talk about a work email and an upcoming meeting.

Four core phrases

Phrase	Meaning and example
I have a meeting at ten.	Say when a meeting begins. Example: I have a meeting at ten.
Did you see my email?	Ask if someone received your message. Example: Did you see my email?
I'm almost ready.	Say you need only a little more time. Example: I'm almost ready.
Let's start.	Begin the meeting. Example: Let's start.

Mini dialogue

Emma:	I have a meeting at ten.
Coworker:	Did you see my email?
Emma:	Yes. I'm opening it now.
Coworker:	Do you have the new design?
Emma:	I'm almost ready.
Coworker:	No problem.
Emma:	Okay. I have it.
Coworker:	Great. Let's start.



Practice activities

Match the answers. Complete B. Write your own lines in C.

A. Match the question and answer

- | | |
|--|-----------------|
| 1. What time is the meeting? | a) An email. |
| 2. What does the coworker ask about? | b) Almost. |
| 3. Is Emma ready at first? | c) Let's start. |
| 4. What do they say when the meeting begins? | d) Ten o'clock. |

B. Complete the expressions

1. I have a _____ at ten.
2. Did you see my _____?
3. I'm almost _____.
4. Let's _____.

C. Build your conversation

- Use phrase 1: _____
- Use phrase 2: _____
- Use phrase 3: _____
- Use phrase 4: _____
- Mention the next idea: _____

Speaking box

Practise the mini dialogue as Daniel and Emma, then switch roles. Use the three story words naturally when you make your own version.



Answer key and review

A: 1 d; 2 a; 3 b; 4 c.

B: 1 meeting; 2 email; 3 ready; 4 start.

C: Sample responses are the four core phrases on page 1.

Shadowing checklist

☐ I listened before I repeated.

☐ I copied the speaker's rhythm.

☐ I spoke in short thought groups.

☐ I recorded myself once.

☐ I repeated one difficult sentence three times.

My best sentence today

Three-word spelling practice

Look at each word. Cover it. Spell it aloud, then write it from memory.

1.

WORK

Write:

2.

EMAIL

Write:

3.

MEETING

Write:

Bonus: Use one of the three words in a sentence.

Next lesson

EP038 - Can You Send the File?

Small steps. Clear English. Real conversations.