

AWC **Topic 5. Making arrangements****1. Try to explain the words below in your own way.**

wrap up

be in order

be supposed to <do>

push sth back

temporary

high priority

time-sensitive

assist smn with sth

suspend

2. Gap Fill**Conversation - Shipment arrangement**C: **Before we wrap up**, could we _____ the next shipment?P: **Of course! Did you want to** make some changes?C: No, I just wanted to _____ everything was in _____?P: **That** _____ **me, I was supposed to** email you about that. The next shipment was _____ go out on Friday, March 20, but **it's likely we might have to** _____ it to the _____ Monday, March 22.C: **Do you mean pushing it back?** **That's** _____ . _____?P: There's a government conference being held in Beijing _____ the weekend and the delivery companies will _____ suspend their _____ while the conference _____.C: I see. If _____, **would you be able to** ship it out before the _____, _____ a week in advance?P: **We'll do our** _____, but **to be able to** _____, **we'll have to** rearrange certain things. It _____ switch things up at this _____.C: I see. This _____ is a high priority for us. **Would it be** _____ **to** make those _____?

P: **As** this is a _____, I'll assign an extra chemist to _____
_____ with it. I'll also _____ complete the _____
in advance of the final product _____ and get our QA team to release it
_____.

C: **That might be our** _____.

P: Yes, _____, **we should be able to** ship it out by Wednesday. That's when the
restrictions _____.

C: **Great. We** _____ **that.**

P: **No problem. I'll** _____ **it right away** and **let you know** as soon as things are
cleared up.

C: **Thanks for your** _____ **and quick** _____.

P: **No worries. That's** _____!