**Hörverstehen S. 75 – Audio-CD Track 19**

**Hinweise zur Deckung des Förderbedarfs und zur Durchführung:**

**Differenzierung nach Lernniveau / Lerntempo / Lernhilfen**

***Pre-listening activity* in *mixed-ability-*Teams:**

*- lower intermediate:* S erhalten **c*ut-up dialogue*** mit der Arbeitsanweisung:  
 *“Rearrange the parts to form a cohesive dialogue.”  
 🡪 Intermediate and* *advanced learners* *serve as language support:   
 “You are 'living’ dictionaries.”* (Hinweis: zusätzlich zweisprachige Wörterbücher bereitstellen) *“However, you’re not allowed to look at the cut-up parts!!”*

***While-listening activity:***

*- lower intermediate:* Ergebnissicherung 🡪 Überprüfung der korrekten Reihenfolge

*- intermediate:* S erhalten **Lückentext** zur Ergänzung

*- advanced:* S erhalten ***split-completion dialogue*** zur Ergänzung***.  
 🡪*** hälftig MS / hälftig JR  
 🡪 Hinweis: die Variante, bei der MS fehlt ist noch anspruchsvoller als die andere Hälfte …

**Ergebnissicherung nach zweimaligem Hören:**

*- lower intermediate:* bereits erledigt (s.o.)  
 🡪 S beginnen bereits mit der Bearbeitung der Aufgabe im Buch,   
 S. 75, A1 🡪 *"Complete the sentences.“*

*- intermediate:* S überprüfen Lücken bei *lower intermediate students (*mit *cut-up dialogue)*

*- advanced:* S überprüfen *split-completion dialogue* durch Paarbildung MS + JR.

***Post-listening activity:***

Aufgabe Buch, S. 75, A1 🡪 *"Complete the sentences“.*

**Flights and accommodation**

**Melanie Schmiedel [MS]**, personal assistant to Udo Moersen, manager of Global Catering München GmbH, has been asked to organize a conference. She decides to start by ringing **Jackie Rowland [JR]**, her opposite number at the company’s headquarters in Manchester.

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MS: Good morning. This is Melanie Schmiedel speaking. Could I speak to Jackie Rowland, please?

JR: Jackie Rowland, Global Catering speaking. How can I help you?

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MS: Hello, it’s me, Melanie. I’m organizing the conference that is to take place here in Munich on 5 and 6 September from 10 am to 5 pm at our offices in Nymphenburger Straße 93, ahead of the International Food Fair in Madrid. Are you in the picture?

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JR: More or less. Two of our executives are to take part – Kirsty Burnham who oversees our American operations and Kevin Sears who is assistant to the European sales manager who is going straight to Madrid. Are you organizing our stand at the fair as well?

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MS: It has been booked, I think. But I need to check up, of course. At the moment I’m concentrating on the conference. I am going to book single rooms for the British and American executives at the Hotel Zum Goldenen Ochsen in Munich for 5th and 6th September. It’s a traditional upmarket inn in the Bavarian style. Do you think they’ll like it?

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JR: I’m sure they’ll love it. I wish I were coming with them!

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MS: I’ll book the rooms with breakfast only, as lunch – a selection of our Bavarian specialties – will be provided at our offices by our catering service. But hey can have dinner at the hotel if they give prior notice. They specialize in traditional Bavarian cuisine – delicious but no good for weight-watchers!

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JR: By the way, Kirsty Burnham is a vegetarian. Do they cater for vegetarians at all?

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MS: I’m sure they do but I’ll check and let you know. If they want any other special arrangements, please let me know. Can you book their flights and let me know the details? I think there’s an early flight from Manchester to Munich.

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JR: OK. I’ll let you know as soon as I’ve booked the flight. Are you arranging the flights from Munich to Madrid?

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MS: Yes, and I’m reserving hotel accommodation: I’ll let you have the details in good time.

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JR: I’ll send you a copy of the conference agenda by email so that your people can suggest additions or modifications if they want to.

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MS: Brilliant. I’ll send you an email confirming the hotel arrangements in Munich.

**Flights and accommodation**

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JR: Jackie Rowland, Global Catering speaking. How can I help you?

MS: Hello, it’s me, Melanie. I’m organizing the conference that is to take place here in Munich on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from 10 am to 5 pm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in Nymphenburger Straße 93, ahead of the International Food Fair in Madrid. Are you in the picture?

JR: More or less. Two of our executives are to take part – Kirsty Burnham who oversees our \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Kevin Sears who is assistant to the European \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ who is going straight to Madrid. Are you organizing our \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as well?

MS: It has been booked, I think. But I need to check up, of course. At the moment I’m concentrating on the conference. I am going to book \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the Hotel Zum Goldenen Ochsen in Munich for 5th and 6th September. It’s a traditional \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ inn in the Bavarian style. Do you think they’ll like it?

JR: I’m sure they’ll love it. I wish I were coming with them!

MS: I’ll book \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only, as lunch – a selection of our Bavarian specialties – will be provided at our offices by our \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. But hey can have \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if they give prior notice. They specialize in traditional Bavarian cuisine – delicious but no good for weight-watchers!

JR: By the way, Kirsty Burnham is a vegetarian. Do they \_\_\_\_\_\_\_\_\_\_ vegetarians at all?

MS: I’m sure they do but I’ll check and let you know. If they want any other special arrangements, please let me know. Can you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and let me know the details? I think there’s an \_\_\_\_\_\_\_\_\_\_\_\_\_\_ from Manchester to Munich.

JR: OK. I’ll let you know as soon as I’ve booked the flight. Are you \_\_\_\_\_\_\_\_\_\_\_\_\_\_ the flights from Munich to Madrid?

MS: Yes, and I’m \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: I’ll let you have the details in good time.

JR: I’ll send you a copy of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by email so that your people can suggest additions or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if they want to.

MS: Brilliant. I’ll send you an email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in Munich.

**Flights and accommodation**

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MS: I’m sure they do but I’ll check and let you know. If they want any other special arrangements, please let me know. Can you book their flights and let me know the details? I think there’s an early flight from Manchester to Munich.

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MS: Yes, and I’m reserving hotel accommodation: I’ll let you have the details in good time.

JR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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JR: OK. I’ll let you know as soon as I’ve booked the flight. Are you arranging the flights from Munich to Madrid?

MS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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