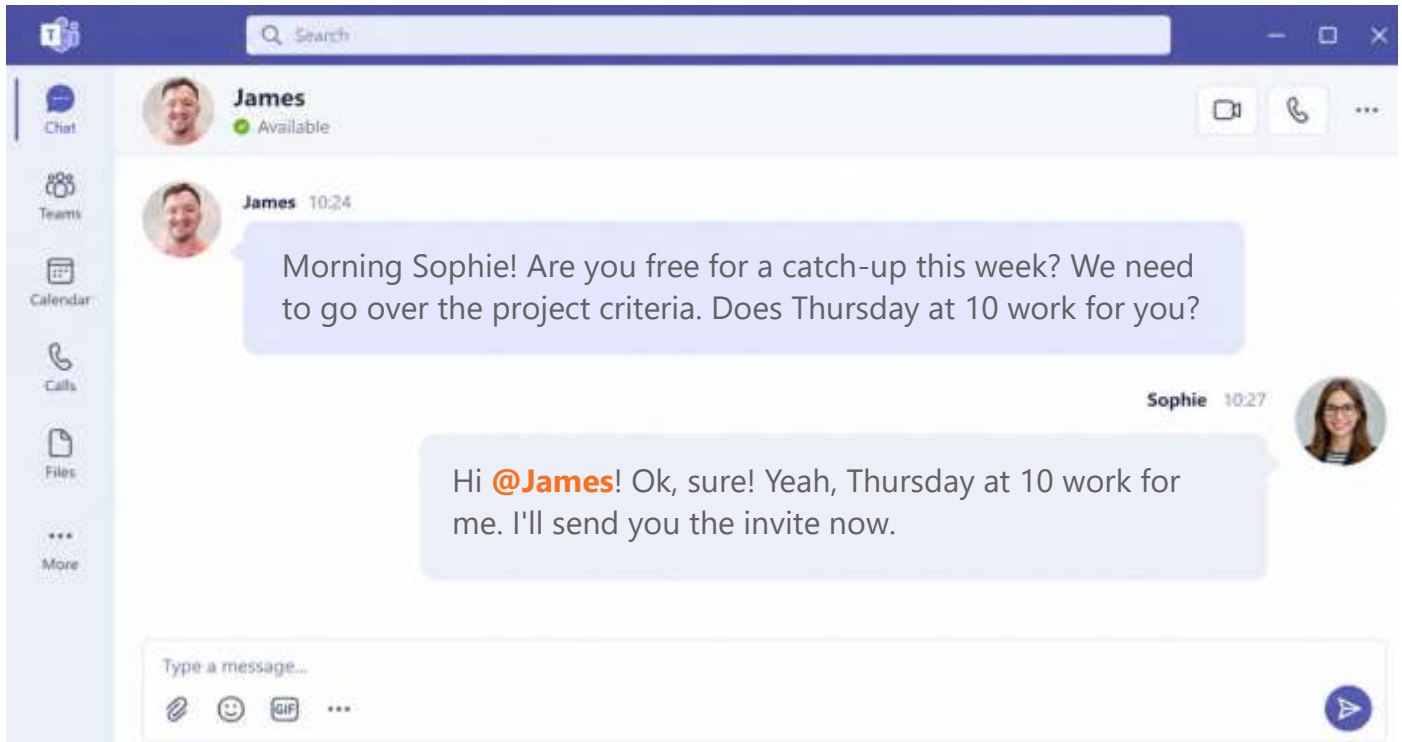


SCHEDULING MEETINGS: FIXING MISTAKES

TASK 2:

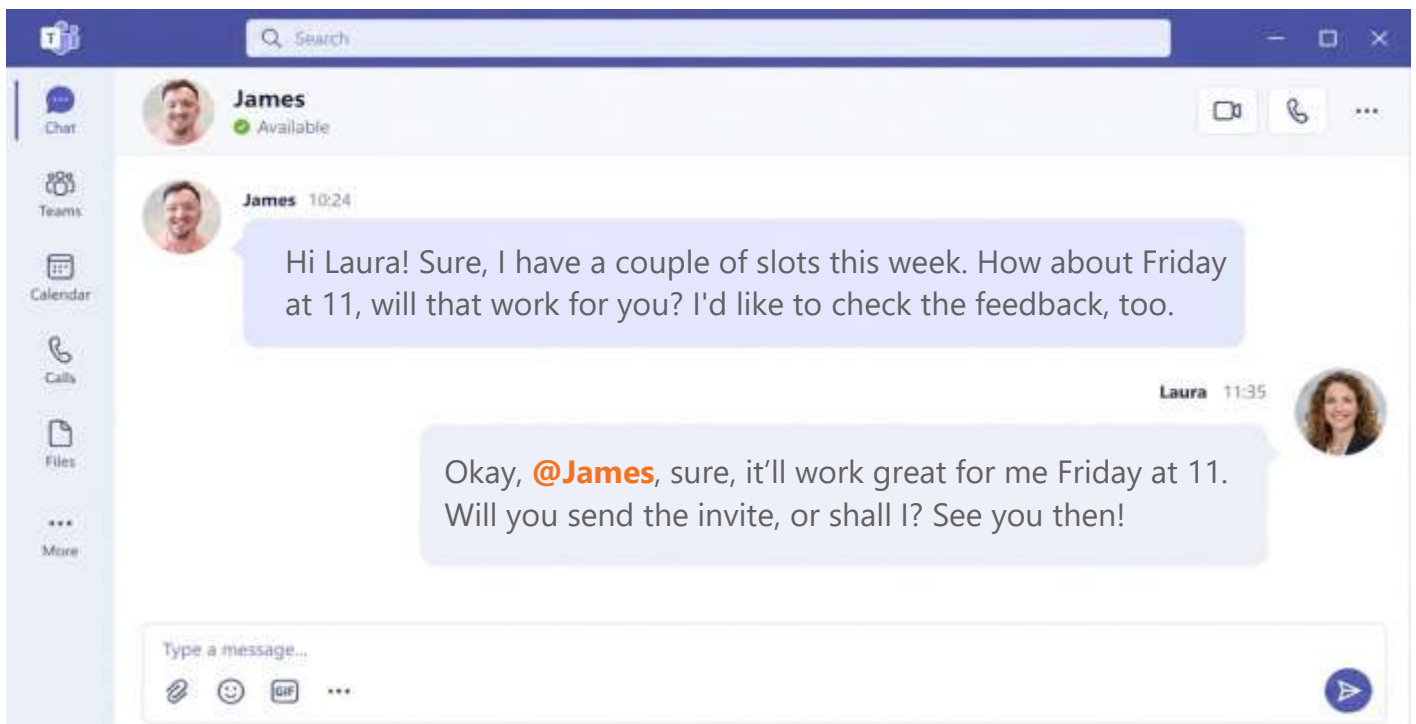
Read the new chats below. Find **ONE mistake** in each chat.

CHAT 1 | JAMES & SOPHIE



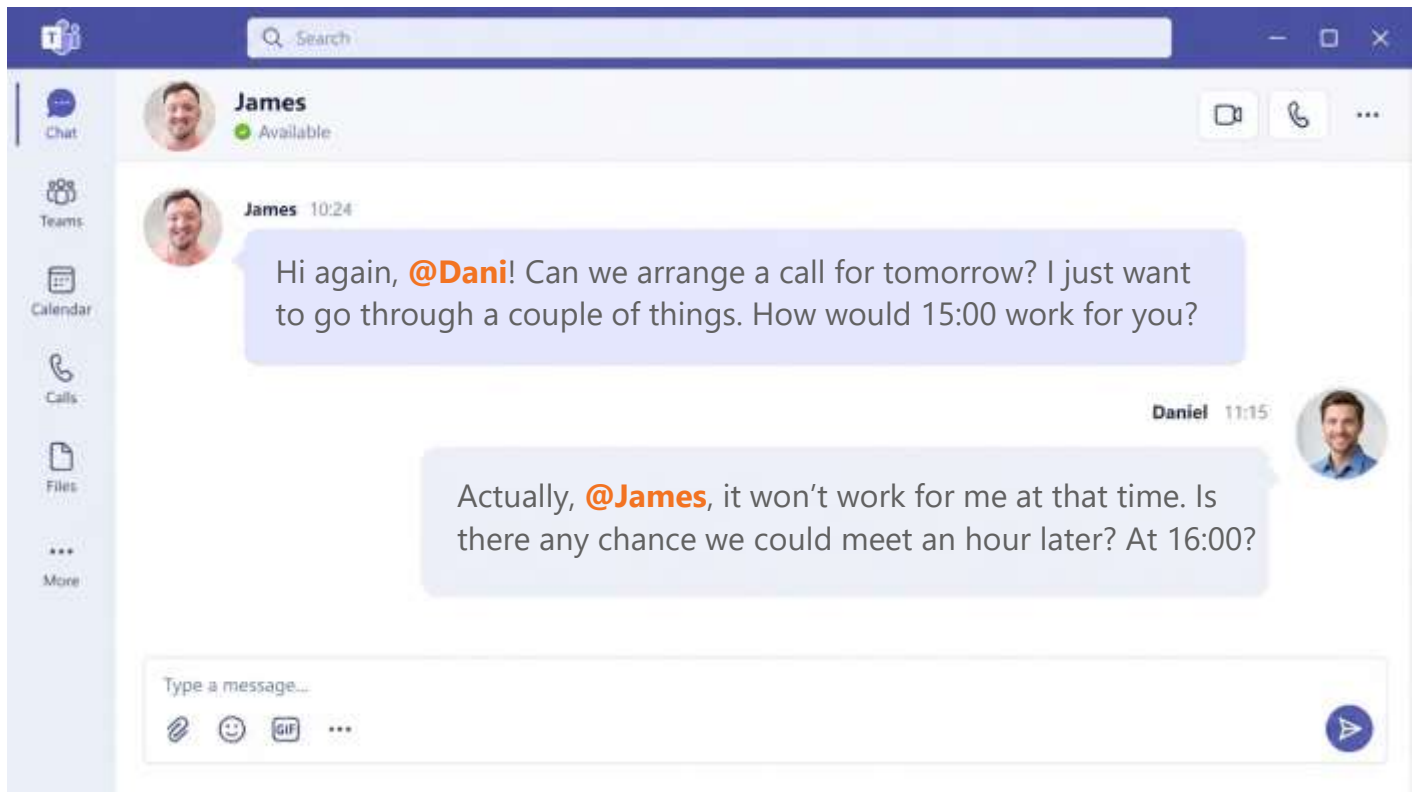
The screenshot shows a Microsoft Teams chat window. At the top, there's a search bar and a header with the name 'James' and a status 'Available'. On the left sidebar, there are icons for Chat, Teams, Calendar, Calls, Files, and More. The chat history shows a message from James at 10:24: 'Morning Sophie! Are you free for a catch-up this week? We need to go over the project criteria. Does Thursday at 10 work for you?'. Below that is a response from Sophie at 10:27: 'Hi @James! Ok, sure! Yeah, Thursday at 10 work for me. I'll send you the invite now.' At the bottom, there is a text input field with the placeholder 'Type a message...' and icons for attachments, emojis, GIFs, and a send button.

CHAT 2 | JAMES & LAURA



The screenshot shows a Microsoft Teams chat window. At the top, there's a search bar and a header with the name 'James' and a status 'Available'. On the left sidebar, there are icons for Chat, Teams, Calendar, Calls, Files, and More. The chat history shows a message from James at 10:24: 'Hi Laura! Sure, I have a couple of slots this week. How about Friday at 11, will that work for you? I'd like to check the feedback, too.' Below that is a response from Laura at 11:35: 'Okay, @James, sure, it'll work great for me Friday at 11. Will you send the invite, or shall I? See you then!' At the bottom, there is a text input field with the placeholder 'Type a message...' and icons for attachments, emojis, GIFs, and a send button.

CHAT 3 | JAMES & DANIEL



The screenshot shows a Microsoft Teams chat window. On the left is a sidebar with icons for Chat, Teams, Calendar, Calls, Files, and More. The main chat area shows a conversation with 'James', who is marked as 'Available'. James's message, timestamped 10:24, says: "Hi again, @Dani! Can we arrange a call for tomorrow? I just want to go through a couple of things. How would 15:00 work for you?". Daniel's response, timestamped 11:15, says: "Actually, @James, it won't work for me at that time. Is there any chance we could meet an hour later? At 16:00?". At the bottom is a text input field with the placeholder "Type a message..." and icons for attachments, emojis, GIFs, and a send button.

James 10:24

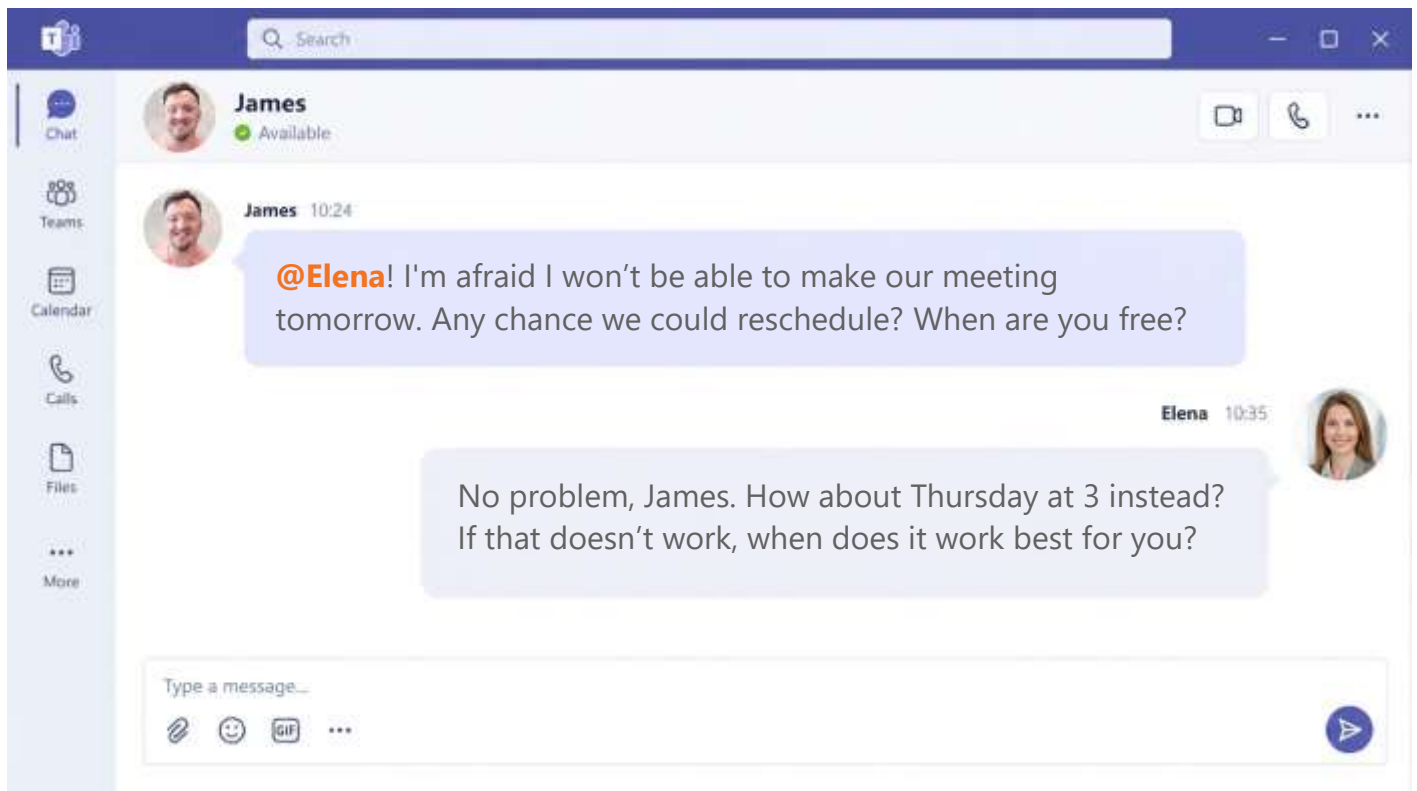
Hi again, @Dani! Can we arrange a call for tomorrow? I just want to go through a couple of things. How would 15:00 work for you?

Daniel 11:15

Actually, @James, it won't work for me at that time. Is there any chance we could meet an hour later? At 16:00?

Type a message...

CHAT 4 | JAMES & ELENA



The screenshot shows a Microsoft Teams chat window, similar to the one above. The main chat area shows a conversation with 'James', who is marked as 'Available'. James's message, timestamped 10:24, says: "@Elena! I'm afraid I won't be able to make our meeting tomorrow. Any chance we could reschedule? When are you free?". Elena's response, timestamped 10:35, says: "No problem, James. How about Thursday at 3 instead? If that doesn't work, when does it work best for you?". At the bottom is a text input field with the placeholder "Type a message..." and icons for attachments, emojis, GIFs, and a send button.

James 10:24

@Elena! I'm afraid I won't be able to make our meeting tomorrow. Any chance we could reschedule? When are you free?

Elena 10:35

No problem, James. How about Thursday at 3 instead? If that doesn't work, when does it work best for you?

Type a message...

FIXING MISTAKES

SENDER	MESSAGE:	CORRECTIONS:
JAMES:	Morning Sophie! Are you free for a catch-up this week? We need to go over the project criteria. <u>Does Thursday at 10 work for you?</u>	
SOPHIE:	Hi James! Ok, sure! Yeah, Thursday at 10 work for me. I'll send you the invite now.	works
JAMES:	Hi Laura! Sure, I have a couple of slots this week. How about Friday at 11, <u>will that work for you?</u> I'd like to check the feedback, too.	
LAURA:	Okay, James, sure, it'll work great for me Friday at 11 . Will you send the invite, or shall I? See you then!	Friday at 11 will work great for me
JAMES:	Hi again, Dani! Can we arrange a call for tomorrow? I just want to go through a couple of things. <u>How would 15:00 work for you?</u>	
DANIEL:	Actually, James, it won't work for me at that time . Is there any chance we could meet an hour later? At 16:00?	That time won't work for me
JAMES:	Elena! I'm afraid I won't be able to make our meeting tomorrow. Any chance we could reschedule? <u>When are you free?</u>	
ELENA:	No problem, James. How about Thursday at 3 instead? If that doesn't work, when does it work best for you?	When would work best for you?