

1. **forgot** to turn your microphone on / we couldn't **hear** your introduction
2. didn't **bring** your flash drive / we **weren't** able to see your PowerPoint presentation.
3. didn't **make** enough copies of the chart / we **needed** to share
4. didn't **check** the chart before printing / you **gave** us the wrong chart
5. didn't **prepare** for the presentation / boss **was** angry

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### Compare your list with the one below.

Now, match the problems 1 – 4 with their consequences A – D :

- |  |   |
|--|---|
| 1 forgot to turn your microphone on      | A we needed to share                                  |
| 2 didn't bring your flash drive          | B we couldn't hear your introduction                  |
| 3 didn't make enough copies of the chart | C you gave us the wrong chart                         |
| 4 didn't check the chart before printing | D we weren't able to see your Powerpoint presentation |

### Compare your list with the one below.

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| 4 didn't check the chart before printing | D we weren't able to see your Powerpoint presentation |

You didn't arrive  
on time.

∴

You made  
everybody wait.

You didn't check  
your watch.

∴

You spoke too  
long.

You didn't check  
the time.

∴

You didn't speak  
long enough.

You didn't wait for  
the boss to arrive.

∴

She missed the  
presentation.

You didn't practice  
your speech.

∴

You sounded  
nervous.

You forgot our  
guest's name.

∴

Our guest felt  
embarrassed.

You didn't do  
enough research.

∴

We failed the  
assignment.

You wrote the wrong  
time on your email.

∴

We missed your  
presentation.

Your audio file was  
corrupted.

∴

We couldn't hear  
your presentation.

You mispronounced  
the company name.

∴

The boss was angry  
and embarrassed.

You printed too much  
stuff.

∴

The printer is  
broken.

Your speech was too  
long.

∴

There wasn't enough  
time for me.