Appointments in Plain Sight

B1 Intermediate · Daily life · about 1 min of audio

Play the audio: https://englishdictations.com/dictation/b1/appointments-in-plain-sight/

Name _____ Date _____

Part 1 — Fill the gaps while you listen

1. Your calendar may be hiding _____ in plain sight.
2. That _____ to me when two errands shared one tiny square.
3. I kept moving the notes, and one important visit slipped off _____.
4. Since then, I have given every _____ its own clear line.
5. Add the place and _____ time, so you can see the whole plan.
6. Set one _____ the day before and another when you must leave.
7. If plans change, update the calendar _____ instead of trusting your memory.
8. Now my _____ no longer vanish, and I arrive without rushing.
9. I hope these small _____ make your busy weeks easier to manage.

Part 2 — Write every sentence you hear

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

Answer key

Part 1 — the missing words

1. appointments 2. happened 3. completely 4. appointment 5. travel 6. reminder 7. immediately 8. appointments 9. changes

Part 2 — the full transcript

1. Your calendar may be hiding appointments in plain sight.
2. That happened to me when two errands shared one tiny square.
3. I kept moving the notes, and one important visit slipped off completely.
4. Since then, I have given every appointment its own clear line.
5. Add the place and travel time, so you can see the whole plan.
6. Set one reminder the day before and another when you must leave.
7. If plans change, update the calendar immediately instead of trusting your memory.
8. Now my appointments no longer vanish, and I arrive without rushing.
9. I hope these small changes make your busy weeks easier to manage.

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