

Making appointments

Business English A2/B1

In this lesson

- Learn phrases to arrange and reschedule a meeting
- Revise prepositions of time
- Practise making arrangements

Prepare for the lesson



https://www.youtube.com/watch?v=aifCzmFTcEA

Watch the video

Write down phrases to:

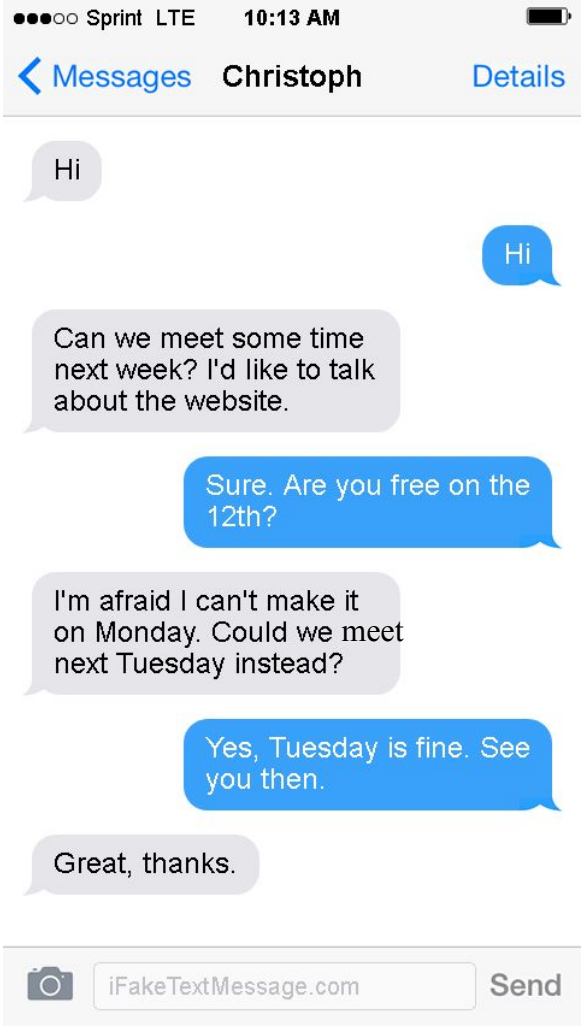
- make
- reschedule
- cancel

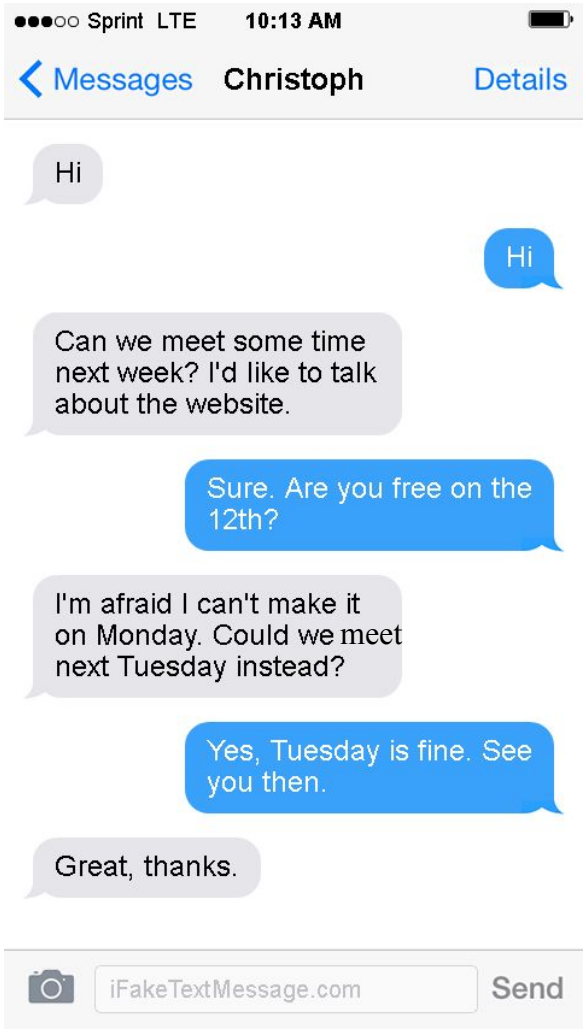
an appointment

Read the exchange

Why do they exchange messages?

What do they agree?





Days: ____ Wednesday

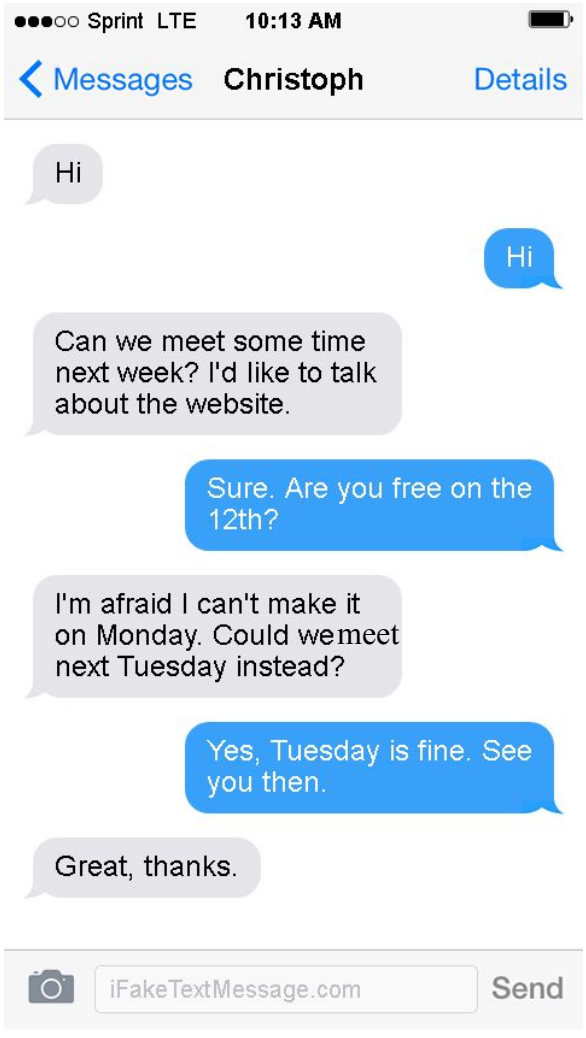
Dates: ____ the 26th March

Months: ____ June

Year: ____ 2019

Next, last: ____ next year, ____ week

Time: ____ 10:00 o'clock



Days:	**on** Wednesday
Dates:	**on** the 26th March
Months:	**in** June
Year:	**in** 2019
Next, last:	- next year, - last week
Time:	**at** 10:00 o'clock

Which phrases can you use to request an appointment

1. Can we arrange a meeting?
2. That sounds great.
3. Are you free next Tuesday afternoon?
4. What time would you like to meet?
5. How about Wednesday?
6. 3 pm would be perfect.
7. *I'm afraid I can't make it on the 16th.*
8. When would be convenient for you?
9. I'm afraid I've got another meeting.
10. Would 10 am suit you?

Read and decide



Request an appointment

1. **Can we arrange a meeting?**
2. That sounds great.
3. **Are you free next Tuesday afternoon?**
4. **What time would you like to meet?**
5. **How about Wednesday?**
6. 3 pm would be perfect.
7. *I'm afraid I can't make it on the 16th.*
8. **When would be convenient for you?**
9. I'm afraid I've got another meeting.
10. **Would 10 am suit you?**



Request an appointment

1. **Can we arrange** a meeting?
2. **Are you free** next Tuesday afternoon?
3. **What time would you like to** meet?
4. **How about** Wednesday?
5. When would be **convenient** for you?
6. Would 10 am **suit you**?



_____ an appointment

1. Can we _____ a meeting?
2. _____ you free next Tuesday afternoon?
3. What time _____ you like to meet?
4. How _____ Wednesday?
5. When would be _____ for you?
6. Would 10 am _____ you?



Do you remember phrases to

- agree on a date
- suggest a different date ?



Agree on a date vs suggest a different date

1. Monday isn't quite convenient for me.
2. Yes, I'm free tomorrow.
3. Yes, we can meet on the 26th.
4. 14th seems to be a little difficult.
5. Could we meet on Tuesday instead?
6. Yes, next Monday is fine.
7. I would prefer to meet at 2 pm.
8. I'm afraid I can't make it on Saturday.
9. That sounds great.
10. I'm afraid I've got another meeting. How about tomorrow?



Agree on a date

1. Yes, I'm free tomorrow.
2. Yes, we can meet on the 26th.
3. Yes, next Monday is fine.
4. No problem, we can meet tomorrow.
5. That sounds great.

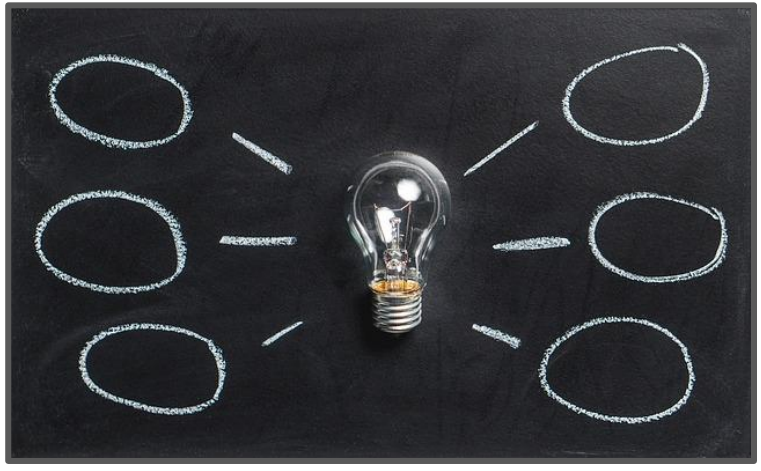
Suggest a different date

1. Monday isn't quite convenient for me.
2. 14th seems to be a little difficult.
3. Could we meet on Tuesday instead?
4. I would prefer to meet at 2 pm.
5. I'm afraid I've got another meeting.

   How about tomorrow?
6. I'm afraid I can't make it on Saturday.

Do you remember?

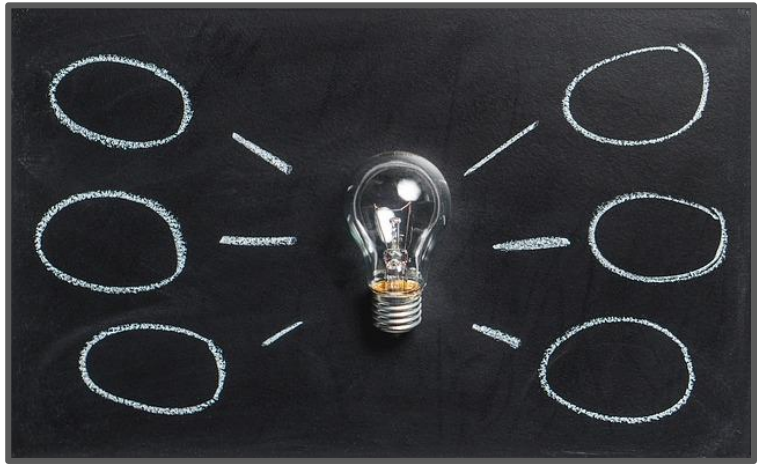
1. Yes, I'm _____ tomorrow.
2. Yes, we _____ meet on the 26th.
3. Yes, next Monday is _____.
4. No _____, we can meet tomorrow.
5. That _____ great.



Do you remember?

1. Monday isn't quite _____ for me.
2. 14th _____ to be a little difficult.
3. Could we meet on Tuesday _____?
4. I would _____ to meet at 2 pm.
5. I'm _____ I've got another meeting.

   _____ about tomorrow?
6. *I'm afraid I can't _____ it on Saturday.*



Cancel a meeting

something / has / up / urgent / come .

has / something / up / just / cropped .

won't / I'm / able/ today / to / be /meet I / you / afraid .

other / some / fix / can / time / we / ?



Cancel a meeting

Something urgent has come up.

Something has just cropped up.

I’m afraid I won’t be able to meet you today.

Can we fix some other time?



Role play 1

Could / meet online / next week ?

Sure. / free / 15th ?

I / afraid / 15th / going to / difficult.

What / about / 16th ?

What / time / you / free ?

I / free / afternoon

Would / 4 PM / fine ?

sound / great

Role play 2

you / free / next Tuesday afternoon?

*Tuesday / not / **quite convenient for me**.*

we / meet / on Thursday / instead?

Sure / next Thursday / fine

What time / you / like to / meet / on Thursday?

you / free / at 3 PM ?

3 PM / going to / be / difficult.

Can't / meet / at 4:30 PM

***No problem**, / can / meet / later.*

Role play 3

when / arrange / meeting / ?

sure / when / you / free ?

would / Tuesday / or / Thursday / suit ?

I / prefer / Thursday

Thursday / great

what / time / ?

free / you / morning ?

9 am / seem / difficult

9 am ?

How / 10:30 am?

10:30 / be / fine.



Summary

Can you

suggest a date

disagree on a date

suggest a different date

agree on a date

?

Thank you!

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