

Making Appointments

Plan of the lesson:

1. Phonetic drill and getting acquainted with the new words.
2. Getting acquainted with the ways of making appointments.
3. Doing exercises.
4. Role-playing activities.

Words :

To bring an appointment forward to an early date-
перенести встречу на более раннее время.

To cancel an appointment – отменить встречу

To postpone an appointment – назначить встречу
на другое время

1. Read the conversations , then role play them.

C: Good morning, Geraldine.

G: Morning, Mr. Harris.

C: Jenny, could you ring up Mr. Sakai's office in Japan. We need to set up a meeting. Not this week, but the meeting must be before November 3rd. I'd like Kate , Don Bardley and Derek to be there.

C: Clive Harris.

D: Clive, it's Derek.

C: Hello. Derek. What can I do for you?

D: Could you come down to the development workshop for a second?

C: Derek, I'm busy.

D: Come on. It'll take ten minutes.

C: All right. I've got ten minutes. I'm seeing Kate McKenna at eleven.

J: Hello, can I speak to Mr Sakai secretary... My name is Jenny from Bibury System in the UK. Mr Harris would like to arrange a meeting with Mr Sakai. I wonder if you could check Mr Sakai's European itinerary.

G: Yes... yes... yes... I will sure he'll get the message... All right... good bye. Ah, Mr Harris, I've just had a call from Mr Peter's secretary. I'm afraid he's going to be fifteen minutes late for his appointment this morning.

C: OK. That's no problem.

G: Good morning, Bibury System. Well, Mr Green can see you at eleven o'clock on Monday. Is that all right? No, I'm sorry, on Tuesday he has a meeting in the morning. Is this afternoon possible? All right. Thank you.

Complete Martin' half of the dialog:

Lisa: Hello, is that Martin?

Martin:(1)

Lisa: Hello, Martin, this is Lisa.

Martin:(2)

Lisa: I'd like to make an appointment to see you next week.

Martin:(3)

Lisa: How about Wednesday?

Martin:.....(4)

Lisa: No, I'm afraid I'm busy that day.

Martin:(5)

Lisa: Yes, that's fine. What suits you better- morning or afternoon?

Martin:(6)

Lisa: How about 2.30?

Martin:(8)

Lisa: OK. See you next Friday at half past two, then.

Martin:.....(9)

Martin's words:

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|---------------------------------------|---|
| a. What about Friday? | e. Yes, that's fine. |
| b. After lunch is more convenient | f. No, I'm afraid I'll attending a sales conference. Is Tuesday convenient? |
| c. Of course. What day suits for you? | g. Hi, Lisa. What can I do for you? |
| d. Yes, speaking. | h. Great. I look forward to it. |

Role – play activities:

Work in pairs. Student A calls to postpone , bring forward, or cancel an appointment. Student B is a secretary and answers a phone call.

Home task:

Make up the dialog: appoint the meeting to the representative of any firm.