

**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.

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**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 3<sup>rd</sup>. I'd like Kate , Don Bardley and Derek to be there.

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**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.

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**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.

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**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.

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**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:**

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