

Student A

# Making an Appointment

**1 Warm Up Work with a partner.**

- What is your next appointment?

**2 Conversation Read and fill in the spaces.**



**Scene:** Pam and Bob work in different departments of ABC incorporated. Bob is calling Pam.

- are you free
- fine
- speaking
- I'll see you
- I'm calling about
- visiting

**Pam:** Hello - Pam Robertson .....

**Bob:** Oh hello, Pam, it's Bob here.

**Pam:** Hello Bob. How can I help you?

**Bob:** ..... the new advertising budget meeting. .... on Tuesday afternoon?

**Pam:** Let me see. Sorry I'm ..... the new factory all day on Tuesday. How about Wednesday at two p.m.?

**Bob:** Yes - I'm meeting a customer in the morning, but the afternoon is .....

**Pam:** Good. So ..... on Wednesday, then. Good bye.

**Bob:** Good bye.

**3 Pair Work Read Peter's diary and the instructions on the right.**

<p><b>4 Mon</b> 11 am _____ 3 pm Call Julian</p> <hr/> <p><b>5 Tue</b> 12:30 pm Lunch with _____ 1 pm Tour new plant</p> <hr/> <p><b>6 Wed</b> 10 am _____ 7 pm Tennis with Linda</p> <hr/> <p><b>7 Thu</b> 9 am Fly to Berlin</p>	<p><b>8 Fri</b> _____ Meeting at Berlin Office 5 pm _____</p> <hr/> <p><b>9 Sat</b> 11:30 am Golf with Tom and Harry</p> <hr/> <p><b>10 Sun</b></p> <div style="text-align: center;"> <table border="0"> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table> </div>				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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Peter's Diary

- Your partner has the missing information.
- Use the Present Continuous to ask questions. Fill in the blanks.
- Your partner will also ask questions. Answer them using the Present Continuous.

Student B

# Making an Appointment



**1 Warm Up Work with a partner.**

- What is your next appointment?

**2 Conversation Read and fill in the spaces.**

**Scene:** Pam and Bob work in different departments of ABC incorporated. Bob is calling Pam.

- are you free
- fine
- speaking
- I'll see you
- I'm calling about
- visiting

**Pam:** Hello - Pam Robertson .....

**Bob:** Oh hello, Pam, it's Bob here.

**Pam:** Hello Bob. How can I help you?

**Bob:** ..... the new advertising budget meeting. .... on Tuesday afternoon?

**Pam:** Let me see. Sorry I'm ..... the new factory all day on Tuesday. How about Wednesday at two p.m.?

**Bob:** Yes - I'm meeting a customer in the morning, but the afternoon is .....

**Pam:** Good. So ..... on Wednesday, then. Good bye.

**Bob:** Good bye.

**3 Pair Work Read Peter's diary and the instructions on the right.**

<p><b>4 Mon</b> 11 am Sales Meeting 3 pm Call _____</p> <hr/> <p><b>5 Tue</b> 12:30 pm Lunch with Tom _____ Tour new plant</p> <hr/> <p><b>6 Wed</b> 10 am Visit Head Office 7 pm _____</p> <hr/> <p><b>7 Thu</b> _____ Fly to Berlin</p>	<p><b>8 Fri</b> 9:30 am Meeting at Berlin Office 5 pm Catch evening flight</p> <hr/> <p><b>9 Sat</b> 11:30 am Golf with _____</p> <hr/> <p><b>10 Sun</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>
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Peter's Diary

- Your partner has the missing information.
- Use the Present Continuous to ask questions. Fill in the blanks.
- Your partner will also ask questions. Answer them using the Present Continuous.

## Student A &amp; B

**4**      **Role Play**                      **Work with a partner.**

Your partner wants to arrange a meeting next week. However, you're very busy!

Think of three reasons why you are busy.

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

Role-play telephone conversations with your partner:

- Your partner will suggest a time. Say you are busy, and use one of the above reasons.
- Your partner will then suggest a different time. Accept the second time.

**5**      **Discussion**                      **Ask and answer these questions. Ask follow-up questions too.**

- Are you busy nowadays?
- What are you doing tonight?
- Where are you having lunch tomorrow?
- What plans do you have over the next seven days?
- Your Ideas!