

## **Business Communication – Arranging a meeting**

1) Complete the emails with the following expressions:

*I can't meet     I'd like to arrange     is fine for me  
Can we meet on     we arrange a new date and time*

**Federico to Laurent:**

**To:** Regina; Laurent

1 a meeting about the new project in March.

2 Wednesday 21st September at 9.30 a.m.?

Best regards  
Federico

**Laurent to Federico:**

Hi Federico

Wednesday 21st <sup>5</sup> \_\_\_\_\_.

See you at 9.30 a.m.

Regards  
Laurent

**Federico to Regina:**

Dear Federico

I'm sorry, <sup>3</sup> \_\_\_\_\_  
on Wednesday 21st September.  
I'm at a sales conference. Can  
4 \_\_\_\_\_?

Kind regards  
Regina

2) Put the words in the correct order.

- 1 a meeting / I'd / arrange / like / to  
\_\_\_\_\_.
- 2 sorry, / can't / I / at 2 p.m. / meet / I'm  
\_\_\_\_\_.
- 3 you / on Monday / Are / free / at 3.30 p.m.  
\_\_\_\_\_?
- 4 fine / 13th April / me / is / for  
\_\_\_\_\_.

3) Put the conversation in the right order.

- a \_\_\_\_ Sorry, I'm busy on Monday. I'm visiting a new client.
- b \_\_\_\_ Yes, sure. See you on Tuesday 27th at one thirty.
- c \_\_\_\_ Hi, Regina. Are you free on Monday 26th September?
- d \_\_\_\_ Is one thirty OK for you?
- e \_\_\_\_ How about Tuesday afternoon?
- f \_\_\_\_ Yes, I'm free on Tuesday. What time is good for you?