

Business Communication – Arranging to meet

1 Match 1–10 to a–j to make complete sentences.

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|--------------------------|---|
| 1 When would <u>g</u> | a for you? |
| 2 Are you ___ | b say 6.30? |
| 3 Does the 13th work ___ | c free tomorrow evening? |
| 4 Let's meet ___ | d got something on. |
| 5 I'm afraid I've ___ | e 2 p.m. in the café. See you later then. |
| 6 Shall we ___ | f Tuesday instead? |
| 7 How about ___ | g suit you? |
| 8 So that's ___ | h in front of the theatre. |
| 9 Can we find ___ | i I'm busy at that time. |
| 10 Sorry, but ___ | j a different time? |

2 Choose the correct words in *italics* to complete the conversation.

- A We need to prepare the presentation this week.
When ¹*can* / ~~are~~ we meet?
- B ²*Is* / *Would* Friday afternoon suit you?
- A ³*Afraid* / *Sorry*, but I'm finishing at lunchtime that day. Are you ⁴*say* / *free* on Friday morning?
- B Yes, that ⁵*works* / *suits* me. But I prefer first thing in the morning. ⁶*Does* / *Is* 8.30 work for you?
- A I'm ⁷*afraid* / *sorry* I can't meet as early as that.
- B Well, ⁸*when* / *what* about 9 a.m. instead?
- A Yes, that's ⁹*fine* / *suits*. Where ¹⁰*are* / *shall* we meet?
- B Well, it's probably easier for you if I come to your office.
- A OK, so ¹¹*let's* / *that's* my office at nine o'clock on Friday.
- B Great. See you on Friday, then.
- A Yes, see you on Friday.