

MAKING AND CHANGING ARRANGEMENTS

1) Choose the correct Word in italics to complete the conversation

- A It's ¹*about* / *around* our IT seminar next year. I'd like to ²*do* / *fix* a date for it.
- B Didn't we ³*attend* / *arrange* it for January?
- A Yes, we did, but not many of our staff can ⁴*arrive* / *come* then. They say it's too soon after Christmas.
- B OK. Well, the second half of February is ⁵*well* / *good* for me. How does that ⁶*suit* / *convenient* you?
- A Actually, can we ⁷*make* / *bring* it later in the year?
- B Of course. But when?
- A Most people seem to think that late in March is ⁸*any good* / *OK*. How about Friday 27th?
- B I'm not ⁹*confirmed* / *free* on that day. Can we ¹⁰*fix* / *bring* it forward to the Wednesday of that same week?
- A The 25th? Sure.
- B So that's the IT seminar arranged for Wednesday March 25th.

2) Complete the sentences with the prepositions from the list

about at back for forward in on to

- 1 Hello, I'm calling to arrange a meeting at your hotel.
- 2 It's about our appointment at four today. Something's come up.
- 3 Is Tuesday any good for you?
- 4 Sorry, but I'm not free on one. Maybe later in the day?
- 5 I'm afraid I can't come to Thursday.
- 6 I'm busy next week, so can we move it back to the week after?
- 7 Instead of the afternoon, why don't we bring it forward to the morning?
- 8 Can we make it later in the week?