# Confirming Arrangements

## Lead-in

**1** **Read the two emails making and confirming arrangements. Choose the correct option in italics. Then compare in pairs.**

Dear Mr Sachs,

This is to [1]*confirm / agree* our meeting on Friday 12th April at 9 a.m. to [2]*talk / discuss* new work patterns. The meeting will take [3]*place / part* in our London office, at the Waterman Building, King's Road. The meeting will last until 12.30 and I would like to [4]*receive / invite* you to stay for lunch. [5]*Feel / Make* free to call me if you have any questions.

I [6]*very / too* much look forward to seeing you next week.

All the best,

Lucia Esposito

Dear Ms Esposito,

[7]*Thank / Thanks* you for your email. I am delighted to confirm that I am able to [8]*attend / come* the meeting on Friday morning at 9 a.m. Could you tell me how far your office is from the train station? Unfortunately, I [9]*am unable / cannot* to stay for lunch as I am flying to Germany in the afternoon and need to leave at 12.30.

I look forward to our [10]*meeting / arrangement* on Friday!

All the best,

Friedrich Sachs

## Functional language

**2** **Complete the table with the words in the box.**

| | | | | |
|---|---|---|---|---|
| contact | delighted | free | many | meeting |
| seeing | this | unfortunately | | |

| **Confirming** |
|---|
| [1]_____ is to confirm our meeting next Friday.<br>I am [2]_____ to confirm that I am able to attend the meeting next Friday. |
| **Inviting questions** |
| Please [3]_____ me if you have any questions.<br>Feel [4]_____ to call me if you have any questions. |
| **Thanking** |
| (I'd like to) Thank you for your email.<br>[5]_____ thanks for your email. |
| **Apologising** |
| [6]_____, I am unable to attend the meeting as ...<br>I'm sorry, but I cannot stay for lunch because ... |
| **Concluding** |
| I look forward to our [7]_____ on Friday.<br>I very much look forward to [8]_____ you next week. |

T Teacher's resources: extra activities

L The emails contain examples of prepositions of time. Go to MyEnglishLab for optional grammar work.

## Prepositions of time ⏳

- with dates.
- with days.
- if the day name is before the part of the day.

- with parts of the day (except *night*).
- with months.
- with years.
- with expressions like *in three days* and *in a year*.

- to show when something stops or changes.

- with times.
- with words like *lunchtime, breakfast* and *the weekend*.
- with *night*.

- to show the beginning and the end of something.

Use _____ with *this, next, last* and *every*.

LIVEWORKSHEETS

Read the email making arrangements. Use the emails in Ex.1 and the functional language phrases to help you rewrite the email in a more formal style.



**To:** John Bankes, JBankes Supplies
**From:** Marco Contini, Production Director
**Subject:** Meeting

Hi John,

The meeting is 11 a.m. next Wednesday at our factory in Milan. It finishes at 12.30. Would you like to have lunch after? Call me if you have any questions.

See you Wednesday!

Best wishes,

Marco

Look at John Bankes' diary. Use the information to write his email reply confirming arrangements with Marco Contini.

LIVEWORKSHEETS

**Wednesday 10th October**

| | |
|---|---|
| 10.00 | Short team meeting |
| 11.00 | Meeting with Marco Contini at factory in Milan |
| 13.00 | Ask Marco to book taxi to Milan Linate Airport |
| 16.00 | Flight to Australia |

LIVEWORKSHEETS

## 4.1 Describing jobs and contracts

**1 Complete the missing words. The first and last letters are given.**

1 Karim is still a student, but he's working for a global company as an i_____n to get some experience.
2 We always need t_____y workers in the summer because it's our busiest time.
3 Virginia can't find a job and is u_____d at the moment.
4 My father is r_____d now. He worked as a doctor for thirty years and stopped work last month.
5 Franz works for several different companies because he is s_____f-e_____d.
6 We can work f_____e hours if we want. On some days, I work for six hours, on other days, I might work for eight.

## 4.2 Present Perfect Simple

**2 Complete the sentences with the Present Perfect Simple form of the verbs in the box.**

| be | go | learn | spend | teach | visit | win | work |
|---|---|---|---|---|---|---|---|

1 I _____ a lot of time in South America.
2 _____ you _____ in India? Or just been there on holiday?
3 This experience _____ me to plan my work more carefully.
4 The boss isn't here, he _____ to the USA for a board meeting.
5 I _____ never _____ to the Australian factory.
6 The CEO _____ our offices here, but not recently.
7 The company _____ a prize for innovation.
8 They _____ a lot of useful skills on this project.

# Functional language

## 4.3 Facilitating a decision-making meeting

**3 Choose the correct option in italics.**

1 What does everybody *think / add* about the suggestion?
2 Gerhardt, I'd like to get your *point / input* on this idea.
3 Does anyone have anything they'd like to *add / view* before we move on?
4 You may have a *thought / point* there.
5 Can we *go / move* away and think about it?
6 Natalya, we haven't *known / heard* much from you so far.
7 Let's not rush *about / into* anything.
8 What are your *decisions / thoughts* on the proposal?

## 4.4 Rescheduling appointments on the phone

**4 Complete the dialogue using the words and phrases in the box.**

| better for | bring it | calling about | check | for being free | if we fix | out for me | postpone | set for | suit |
|---|---|---|---|---|---|---|---|---|---|

**A:** Hi, Marga! I'm [1] _____ our meeting on the 20th. Do you mind [2] _____ another time to meet?
**B:** Not at all. Do you want to [3] _____ it?
**A:** No. In fact, can we [4] _____ forward?
**B:** Let me just [5] _____ my schedule. I'm [6] _____ on the morning of Friday 16th. How does that [7] _____ you?
**A:** Friday's [8] _____ , I'm afraid. I'm busy all day. How about Thursday 15th? Is that convenient for you?
**B:** Yes, that'd be fine. Which is [9] _____ you: morning or afternoon?
**A:** Let's say 10 in the morning. Thanks [10] _____ so flexible.
**B:** So, just to confirm. We're all [11] _____ 10 a.m. on Thursday 15th.
**A:** Yes, see you then.

## 4.5 Confirming arrangements

**5 Complete the two emails using the phrases in the box.**

| am delighted | contact me | our meeting | to confirm | to seeing | unable to |
|---|---|---|---|---|---|

This is [1] _____ our meeting next Monday to discuss the new schedule. The meeting is at 10.00 a.m. in our New York offices. I also invite you to stay for lunch when we finish. Please [2] _____ if you have any questions before the meeting.
I very much look forward [3] _____ you next week.

Thanks for your email. I [4] _____ to confirm that I am able to attend the meeting on Monday. Unfortunately, I am [5] _____ have lunch with you as I am flying to Europe that afternoon.
I look forward to [6] _____ .

LIVEWORKSHEETS