

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*



To: Regina; Laurent

1 _____
a meeting about the new project in March.

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

Best regards
Federico



Dear Federico

I'm sorry, 3 _____
on Wednesday 21st September.
I'm at a sales conference. Can
4 _____?

Kind regards
Regina



Hi Federico

Wednesday 21st 5 _____.

See you at 9.30 a.m.

Regards
Laurent

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 1 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?