

## READING

### A meeting Planner

A. Two people are arranging a meeting. Read the phone call and complete Elena's meeting planner. (A = Michael, B = Elana)

- A Hello, Michael Kennedy.  
 B Hello Michael. It's Elana.  
 A Hello Elana. How are you?  
 B I'm fine, thank you. And you?  
 A Very well, thanks. What can I do for you?  
 B I'd like to arrange a meeting with you.  
 A OK, no problem ...  
 B It's about the plans for the new employees' training week.  
 A Fine. When would be good?  
 B One day next week?  
 A OK. Would Tuesday afternoon be fine?  
     That's the 25<sup>th</sup>.  
 B No, I'm afraid I'm busy all day on Tuesday, What about Thursday or Friday?  
 A Sorry, I can't make Friday. I'm on a course. But Thursday is fine. Morning or afternoon?  
 B The afternoon is fine for me.  
 A OK. Would it be at 2:30 p.m.?  
 B Yes, that's fine. Where would you like to meet?  
 A You've got a bigger office!  
 B OK So that's half past two on Thursday 27<sup>th</sup>, in my office.  
 A Right.  
 B Thanks, Michael. I'll look forward to seeing you then.



Meeting with:	
Date:	
Time:	
Place:	
Reason for meeting:	

B. Read the call again. Find and put one or more phrases which:

1. Say you want a meeting .....
2. Explain the reason for the meeting .....
3. Suggest a day or time .....
4. Agree to day or time .....
5. Say no and give a reason .....
6. Ask about the place .....
7. Confirm detail .....