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 25th.
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 27th, 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 .....

LIVEWORKSHEETS