

BUSINESS COMMUNICATION – ARRANGING TO MEET

1) Match 1-6 to a-f to make questions and sentences.

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| 1 Can we arrange ____ | a Monday. |
| 2 What time ____ | b good for you? |
| 3 I'm free on ____ | c a meeting? |
| 4 Sorry, ____ | d at lunchtime? |
| 5 Is 10.00 a.m. ____ | e are you free? |
| 6 Are you free ____ | f I'm busy then. |

2) Complete the conversations with the expressions from the list.

*can't meet Wednesday's good Wednesday OK
Are you busy on What time are you free
We need to meet about is fine*

A ¹ _____ the problem with the product design.

B Yes, of course. ² _____ Tuesday?

A Yes, in the morning. I ³ _____ until 2.00 p.m.

B 2.00 p.m. is a bit late. Is ⁴ _____?

A Yes, ⁵ _____.

B ⁶ _____?

A From 11.00 a.m.

B 11.00 a.m. ⁷ _____ for me.