BUSINESS COMMUNICATION – ARRANGING TO MEET

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

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.

LIVEWORKSHEETS