

## 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 <sup>1</sup> \_\_\_\_\_ the problem with the product design.

B Yes, of course. <sup>2</sup> \_\_\_\_\_ Tuesday?

A Yes, in the morning. I <sup>3</sup> \_\_\_\_\_ until 2.00 p.m.

B 2.00 p.m. is a bit late. Is <sup>4</sup> \_\_\_\_\_?

A Yes, <sup>5</sup> \_\_\_\_\_.

B <sup>6</sup> \_\_\_\_\_?

A From 11.00 a.m.

B 11.00 a.m. <sup>7</sup> \_\_\_\_\_ for me.