

Telephone English – Making Appointments



Is this a Hello ... time to call?	Sure. What's ? / What can I do for you?
I'm about ... / to fix... / to arrange... / to make ...	Alright.
Can we postpone / ...?	That sounds .
Would ... be ?	Let me ... Yes, ... suits me fine. I'm afraid I'm busy/ on Monday.
How about ...?	I'm afraid I can't it.
Would Friday you?	I'm afraid it's a bit .
Is Thursday OK?	Yes. So that's ... I'll it in and it by email.
I'm looking to it.	Me, too. Bye!