

Hi, Anita. This is Giray. I'm sorry but I <sup>1</sup>*be / 'm* busy next Monday evening, so I can't meet you personally at the airport. When your flight <sup>2</sup>*arrives / is arriving*, a driver will meet you. Let's plan <sup>3</sup>*to meet / meeting* in your hotel reception on Tuesday morning at around eight thirty because we <sup>4</sup>*meet / are meeting* the first client at nine thirty instead of eleven. By the way, do you intend <sup>5</sup>*checking / to check* out in the morning or <sup>6</sup>*do you stay / are you staying* another night in Ankara? I'm afraid I <sup>7</sup>*'m not / don't* free in the evening, but I can book you an excellent restaurant near the hotel for dinner if you <sup>8</sup>*stay / are staying*. It <sup>9</sup>*opens / is opening* around eight, I think. Anyway, let me know your plans.