

MAKING AND CHANGING ARRANGEMENTS

1) Choose the correct Word in italics to complete the conversation

A It's ¹*about* / *around* our IT seminar next year. I'd like to ²*do* / *fix* a date for it.

B Didn't we ³*attend* / *arrange* it for January?

A Yes, we did, but not many of our staff can ⁴*arrive* / *come* then. They say it's too soon after Christmas.

B OK. Well, the second half of February is ⁵*well* / *good* for me. How does that ⁶*suit* / *convenient* you?

A Actually, can we ⁷*make* / *bring* it later in the year?

B Of course. But when?

A Most people seem to think that late in March is ⁸*any good* / *OK*. How about Friday 27th?

B I'm not ⁹*confirmed* / *free* on that day. Can we ¹⁰*fix* / *bring* it forward to the Wednesday of that same week?

A The 25th? Sure.

B So that's the IT seminar arranged for Wednesday March 25th.

2) Complete the sentences with the prepositions from the list

about at back for forward in on to

- 1 Hello, I'm calling to arrange a meeting at your hotel.
- 2 It's our appointment at four today. Something's come up.
- 3 Is Tuesday any good you?
- 4 Sorry, but I'm not free one. Maybe later in the day?
- 5 I'm afraid I can't come Thursday.
- 6 I'm busy next week, so can we move it to the week after?
- 7 Instead of the afternoon, why don't we bring it to the morning?
- 8 Can we make it later the week?