Name: Group: Date:

Arranging a meeting

These are common expressions used when you are talking to colleagues at work and want to decide on the date or time of a meeting.

Ex 1. Put them in the correct box or column. Make sure you check your dictionary when you find something that you don't understand.

I can't make ten, but I can manage eleven
Are you free on Thursday?
I'll talt to her and confirm later
I'm afraid I'm busy on...
I won't be back until the afternoon.
Shall we meet at 9 in the morning?
Wednesday at 10 is fine.
I'll be free after 11:00
I can't make 8:30, I'm afraid.
How long will it take?
That's good for me.
Half an hour should be long enough
Shall we say 3:30 then?
I'm tied up most of the week. Next week's better.
OK, I'll meet you there on Tuesday at 2:00 pm
How about meeting at noon?
OK, let's say 3:30 in your ofice, then.
How long do we need?
Yes, I'm free then.
No, I'm afraid I can't manage Wednesday.
Will we finish by lunchtime?
Yes, see you tomorrow early in the morning.

Suggesting a time

Accepting / saying "yes"

Saying when you are available

Refusing / Saying "no"

Estimating time

Confirming arrangements

Ex 2. Now write here all the new vocabulary that you have just learnt; write at least 5 words with their phonemic transcription, their meaning in Spanish, and a new sample sentence.

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2

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LIVEWORKSHEETS