

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 talk 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.

Suggesting a time

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 office, 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.

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.

- 1
- 2
- 3
- 4
- 5

