

Hi, Paula. I'd like to meet with you to talk about the presentation \_\_\_\_\_, if that is possible.

- \_\_\_\_\_. When are you free?

I'm available at 2 p.m. \_\_\_\_\_.

- I'm sorry. I'm busy then. How about \_\_\_\_\_?

No. My department meeting is scheduled for \_\_\_\_\_

- Can we get together \_\_\_\_\_?

\_\_\_\_\_ are out, I'm afraid. I have meetings at the head office \_\_\_\_\_.

- That leaves Friday.

Hm. I'm busy \_\_\_\_\_, but I'm free \_\_\_\_\_

- 2.30? My office?

Perfect. I will see you \_\_\_\_\_ 2.30 \_\_\_\_\_ the afternoon \_\_\_\_\_ Friday.