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.

LIVEWORKSHEETS