

## Confirming Arrangements

### Lead-in

- 1 Read the two emails making and confirming arrangements. Choose the correct option in *italics*. Then compare in pairs.

Dear Mr Sachs,

This is to <sup>1</sup>*confirm / agree* our meeting on Friday 12th April at 9 a.m. to <sup>2</sup>*talk / discuss* new work patterns. The meeting will take <sup>3</sup>*place / part* in our London office, at the Waterman Building, King's Road. The meeting will last until 12.30 and I would like to <sup>4</sup>*receive / invite* you to stay for lunch. <sup>5</sup>*Feel / Make* free to call me if you have any questions.

I <sup>6</sup>*very / too* much look forward to seeing you next week.

All the best,

Lucia Esposito

Dear Ms Esposito,

<sup>7</sup>*Thank / Thanks* you for your email. I am delighted to confirm that I am able to <sup>8</sup>*attend / come* the meeting on Friday morning at 9 a.m. Could you tell me how far your office is from the train station? Unfortunately, I <sup>9</sup>*am unable / cannot* to stay for lunch as I am flying to Germany in the afternoon and need to leave at 12.30.

I look forward to our <sup>10</sup>*meeting / arrangement* on Friday!

All the best,

Friedrich Sachs

### Functional language

- 2 Complete the table with the words in the box.

contact   delighted   free   many   meeting  
seeing   this   unfortunately

#### Confirming

<sup>1</sup> \_\_\_\_\_ is to confirm our meeting next Friday.  
I am <sup>2</sup> \_\_\_\_\_ to confirm that I am able to attend the meeting next Friday.

#### Inviting questions

Please <sup>3</sup> \_\_\_\_\_ me if you have any questions.  
Feel <sup>4</sup> \_\_\_\_\_ to call me if you have any questions.

#### Thanking

(I'd like to) Thank you for your email.  
<sup>5</sup> \_\_\_\_\_ thanks for your email.

#### Apologising

<sup>6</sup> \_\_\_\_\_, I am unable to attend the meeting as ...  
I'm sorry, but I cannot stay for lunch because ...

#### Concluding

I look forward to our <sup>7</sup> \_\_\_\_\_ on Friday.  
I very much look forward to <sup>8</sup> \_\_\_\_\_ you next week.

**T** Teacher's resources: extra activities

**L** The emails contain examples of prepositions of time. Go to MyEnglishLab for optional grammar work.

## Prepositions of time 🕒

- with dates.
  - with days.
  - if the day name is before the part of the day.
  - with times.
  - with words like *lunchtime*, *breakfast* and *the weekend*.
  - with *night*.
  - with parts of the day (except *night*).
  - with months.
  - with years.
  - with expressions like *in three days* and *in a year*.
  - to show when something stops or changes.
  - to show the beginning and the end of something.
- Use \_\_\_\_\_ with *this*, *next*, *last* and *every*.

Read the email making arrangements. Use the emails in Ex.1 and the functional language phrases to help you rewrite the email in a more formal style.



Look at John Bankes' diary. Use the information to write his email reply confirming arrangements with Marco Contini.

### Wednesday 10th October

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10.00 Short team meeting

11.00 Meeting with Marco Contini at factory in Milan

13.00 Ask Marco to book taxi to Milan Linate Airport

16.00 Flight to Australia

## 4.1 Describing jobs and contracts

1 Complete the missing words. The first and last letters are given.

- 1 Karim is still a student, but he's working for a global company as an i\_\_\_\_\_n to get some experience.
- 2 We always need t\_\_\_\_\_y workers in the summer because it's our busiest time.
- 3 Virginia can't find a job and is u\_\_\_\_\_d at the moment.
- 4 My father is r\_\_\_\_\_d now. He worked as a doctor for thirty years and stopped work last month.
- 5 Franz works for several different companies because he is s\_\_\_\_\_f-e\_\_\_\_\_d.
- 6 We can work f\_\_\_\_\_e hours if we want. On some days, I work for six hours, on other days, I might work for eight.

## 4.2 Present Perfect Simple

2 Complete the sentences with the Present Perfect Simple form of the verbs in the box.

be go learn spend teach visit win work

- 1 I \_\_\_\_\_ a lot of time in South America.
- 2 \_\_\_\_\_ you \_\_\_\_\_ in India? Or just been there on holiday?
- 3 This experience \_\_\_\_\_ me to plan my work more carefully.
- 4 The boss isn't here, he \_\_\_\_\_ to the USA for a board meeting.
- 5 I \_\_\_\_\_ never \_\_\_\_\_ to the Australian factory.
- 6 The CEO \_\_\_\_\_ our offices here, but not recently.
- 7 The company \_\_\_\_\_ a prize for innovation.
- 8 They \_\_\_\_\_ a lot of useful skills on this project.

## Functional language

### 4.3 Facilitating a decision-making meeting

3 Choose the correct option in *italics*.

- 1 What does everybody *think* / *add* about the suggestion?
- 2 Gerhardt, I'd like to get your *point* / *input* on this idea.
- 3 Does anyone have anything they'd like to *add* / *view* before we move on?
- 4 You may have a *thought* / *point* there.
- 5 Can we *go* / *move* away and think about it?
- 6 Natalya, we haven't *known* / *heard* much from you so far.
- 7 Let's not rush *about* / *into* anything.
- 8 What are your *decisions* / *thoughts* on the proposal?

## 4.4 Rescheduling appointments on the phone

4 Complete the dialogue using the words and phrases in the box.

better for bring it calling about check for being free if we fix out for me postpone set for suit

- A: Hi, Marga! I'm <sup>1</sup>\_\_\_\_\_ our meeting on the 20th. Do you mind <sup>2</sup>\_\_\_\_\_ another time to meet?
- B: Not at all. Do you want to <sup>3</sup>\_\_\_\_\_ it?
- A: No. In fact, can we <sup>4</sup>\_\_\_\_\_ forward?
- B: Let me just <sup>5</sup>\_\_\_\_\_ my schedule. I'm <sup>6</sup>\_\_\_\_\_ on the morning of Friday 16th. How does that <sup>7</sup>\_\_\_\_\_ you?
- A: Friday's <sup>8</sup>\_\_\_\_\_. I'm afraid. I'm busy all day. How about Thursday 15th? Is that convenient for you?
- B: Yes, that'd be fine. Which is <sup>9</sup>\_\_\_\_\_ you: morning or afternoon?
- A: Let's say 10 in the morning. Thanks <sup>10</sup>\_\_\_\_\_ so flexible.
- B: So, just to confirm. We're all <sup>11</sup>\_\_\_\_\_ 10 a.m. on Thursday 15th.
- A: Yes, see you then.

## 4.5 Confirming arrangements

5 Complete the two emails using the phrases in the box.

am delighted contact me our meeting to confirm to seeing unable to

50 €

This is <sup>1</sup>\_\_\_\_\_ our meeting next Monday to discuss the new schedule. The meeting is at 10.00 a.m. in our New York offices. I also invite you to stay for lunch when we finish. Please <sup>2</sup>\_\_\_\_\_ if you have any questions before the meeting.

I very much look forward <sup>3</sup>\_\_\_\_\_ you next week.

50 €

Thanks for your email. I <sup>4</sup>\_\_\_\_\_ to confirm that I am able to attend the meeting on Monday. Unfortunately, I am <sup>5</sup>\_\_\_\_\_ have lunch with you as I am flying to Europe that afternoon.

I look forward to <sup>6</sup>\_\_\_\_\_.