

## Dialogue Practice: Making Appointment by phone call

**Maria:** International fashion supplies sales department. Maria's speaking. \_\_\_\_\_

**Bob:** Hello! This is Bob Morgan purchasing manager with chic boutique.

I'm going to be in New York next week and \_\_\_\_\_ with your sales director to discuss potential new orders.

**Maria:** \_\_\_\_\_ Mr. Carey will be away on a business trip all of next week, but I'm sure his assistant, Miss Paige would be delighted to meet with you.

**Bob:** Well, I'm arriving on Monday afternoon and leaving Thursday morning, so anytime on Tuesday or Wednesday \_\_\_\_\_

**Maria:** Let me just check miss pages schedule. .... She's free all Tuesday afternoon. Would that be convenient?

**Bob:** \_\_\_\_\_

**Maria:** Shall we say two o'clock?

**Bob:** \_\_\_\_\_ I may have a lunch meeting on that day.

**Maria:** Three then?

**Bob:** Yes, that would be preferable.

**Maria:** So 3 p.m. on Tuesday, June 24th. Can you give me a phone number where she could contact you if need be?

**Bob:** Yes, my mobile number is \_\_\_\_\_

**Maria:** 079-455-67345 Got it. And you know the way to our offices?

**Bob:** No, but I'll be staying downtown and I'm sure the cab driver will know.

**Maria:** Yes, well. Have a good trip and \_\_\_\_\_

**Bob:** \_\_\_\_\_ I'm looking forward to it.