

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.