

Making arrangements

Guess the topic

Student A

- 1) Have you got any special plans for the weekend?
- 2) Are you planning to go on holiday anytime soon?
- 3) Have you arranged anything special for your birthday?

Student B

- 1) What are your plans for next week?
- 2) Are you attending any events or festivals this summer?
- 3) Have you made any plans for the New Year?

How busy is your schedule this week, next week and next month? Which are the busiest periods for you/your department/your company?

1. in/at/on Saturday
2. in/at/on midday
3. in/at/on the evening
4. in/at/on 9 am
5. in/at/on the Winter
6. in/at/on New Year's Day
7. in/at/on 2025
8. in/at/on 5.30



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 the beginning and the end of something.

- to show when something stops or changes.

Use with *this*, *next*, *last* and *every*.

- 2 Anita and Hakan are planning a series of customer visits in Turkey. Read the schedule and then Anita's email. What changes and additions need to be made to the schedule?

✉

6 Monday

5.45–11.45
Flight TK 1988 London – Istanbul.

14.30
Meeting at Akxa.

22.00 – 23.05
Flight to Ankara. Meet Giray.

7 Tuesday

10.00
Leave hotel for meetings from 11.00.

19.00
Flight TK 1983 Istanbul – London.

✉

Subject: Next week

Hi Hakan,

I'm really sorry but there are changes to the original schedule. We still **leave** early on Monday and **come back** on Tuesday, but the bad news is that on Monday we're **not meeting** the people at Akxa until five – I'm afraid they're busy until then. Anyway, I **hope** to arrange another visit so we **aren't waiting** around all afternoon. Other than that, everything **is** fine for the rest of the trip. By the way, our new agent in Ankara **is joining** us at 10.00 for the customer visits on Tuesday. His name is Giray Demir.

Anita

- 3 Do the verbs in **bold** in the email refer to the present or the future? Match the verbs in the email to the explanations in the *Language point*.

LANGUAGE POINT

- 1 We use verbs in the present simple such as *arrive, go, start* to talk about a scheduled or timetabled event in the future: _____, _____
- 2 We use verbs in the present continuous to talk about an arrangement for the future: _____, _____, _____
- 3 We use the present tense of verbs such as *plan, intend, expect + to + infinitive* to talk about future plans, hopes and expectations: _____
- 4 We use the present tense of *be + adjectives* such as *free, available* to talk about future availability: _____, _____

- 4 ▶ 5.1 Listen to a message from Giray in Anita's voicemail. What additional changes need to be made to the schedule?

- 5 Read Giray's voicemail message. Underline the correct words in *italics* 1–9. Then listen again and check.

Hi, Anita. This is Giray. I'm sorry but I ¹*be / 'm* busy next Monday evening, so I can't meet you personally at the airport. When your flight ²*arrives / is arriving*, a driver will meet you. Let's plan ³*to meet / meeting* in your hotel reception on Tuesday morning at around eight thirty because we ⁴*meet / are meeting* the first client at nine thirty instead of eleven. By the way, do you intend ⁵*checking / to check* out in the morning or ⁶*do you stay / are you staying* another night in Ankara? I'm afraid I ⁷*'m not / don't* free in the evening, but I can book you an excellent restaurant near the hotel for dinner if you ⁸*stay / are staying*. It ⁹*opens / is opening* around eight, I think. Anyway, let me know your plans.

6 Look at the schedule below and make sentences using prompts 1–9.

Example: *I'm going to a conference next week.*

The conference starts on Tuesday.

- | | |
|------------------------------------|---------------------------|
| 1 go / conference / next week | 6 free / Thursday morning |
| 2 conference / start | 7 plan / have lunch |
| 3 not / go / first session. / busy | 8 fly / Paris |
| 4 give / my presentation | 9 flight / leave |
| 5 hope / go / buffet reception | |

May		a.m.	p.m.
7	Tuesday	CONFERENCE 9.30 First session / Meet clients	
8	Wednesday	CONFERENCE	14.00–15.00 My presentation 18.00 End-of-conference buffet reception
9	Thursday	CONFERENCE Free morning	12.30 Lunch with Sally and Remi
10	Friday		To Paris 14.20 Flight from LHR

Work with a partner. Take turns to ask the questions and to respond, using the prompts in *italics* with *going to*, *present continuous*, or *will*.

- A Shall we go for coffee?
B Sorry. *I / meet* the manager at 11.
- A Can you bring me to work tomorrow?
B OK. *I / pick* you up at 8 o'clock.
- A What's going to happen about your job?
B *I / look* for a new one.
- A Can we talk about this next week?
B Yes. *I / give* you a call.
- A Are you happy where you live?
B No. *I / look* for a new flat.
- A Can we have lunch together?
B Sorry. *I / go* to the gym.
- A What are you doing tonight?
B *I / play* tennis with a friend.
- A Have you thought about your holiday yet?
B Yes. *We / book* a cruise.
- A Can I have a glass of water?
B Yes. *I / go* and get you one.

Tell your partner about your schedule for next week. Talk about when:

- scheduled events start and end
- you are available or busy
- you plan or hope to do something
- you are meeting people or have an arrangement

▶ **4** Read expressions 1–8 for making arrangements. Try to say each expression in a different way, using the words given in brackets. Then listen again and check.

- 1 Can we fix a date to meet? (arrange) Can we arrange a date to meet?
- 2 I'm sorry but I can't on Mondays. (afraid I'm busy)
- 3 I'm not free on that day. (can't make it)
- 4 What about Tuesday? (How)
- 5 That's good for me. (suits)
- 6 Is two o'clock OK? (convenient)
- 7 Can we meet later? (make it)
- 8 We've confirmed Tuesday the first at three. (So that's)

The sentences below contain common phrases that are used when arranging meetings. Match the underlined words/phrases with their correct definitions.

- | | |
|---|---|
| 1. I'm afraid I can't meet you. Something has <u>come up</u> . | a. change to an earlier time/day |
| 2. I'm afraid I'm <u>tied up</u> all weekend. | b. cancel |
| 3. Let's <u>meet up</u> at the fountain at 4 pm. | c. busy, unavailable |
| 4. Can we <u>bring forward</u> the meeting to Tuesday? | d. change to a later time/day |
| 5. Can we <u>put off</u> the meeting until Friday? | e. meet someone in order to do something together |
| 6. I'm sorry, but I have to <u>call off</u> tomorrow's meeting. | f. collect, go and get |
| 7. So, I'll <u>pick you up</u> at 8 pm then. | g. happened unexpectedly |
| 8. <u>Are we still on</u> for tomorrow night? | h. meeting as planned |

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 ¹ [] our meeting on the 20th. Do you mind ² [] another time to meet?

B: Not at all. Do you want to ³ [] it?

A: No. In fact, can we ⁴ [] forward?

B: Let me just ⁵ [] my schedule. I'm ⁶ [] on the morning of Friday 16th. How does that ⁷ [] you?

A: Friday's ⁸ [], 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 ⁹ [] you: morning or afternoon?

A: Let's say 10 in the morning. Thanks ¹⁰ [] so flexible.

B: So, just to confirm. We're all ¹¹ [] 10 a.m. on Thursday 15th.

A: Yes, see you then.

Work with a partner. Take turns to answer the phone and make arrangements for the situations below. Use this flow chart and your own diaries if you want.

A Answer the phone.

B Suggest an arrangement.

A Agree and suggest two possible dates / times.

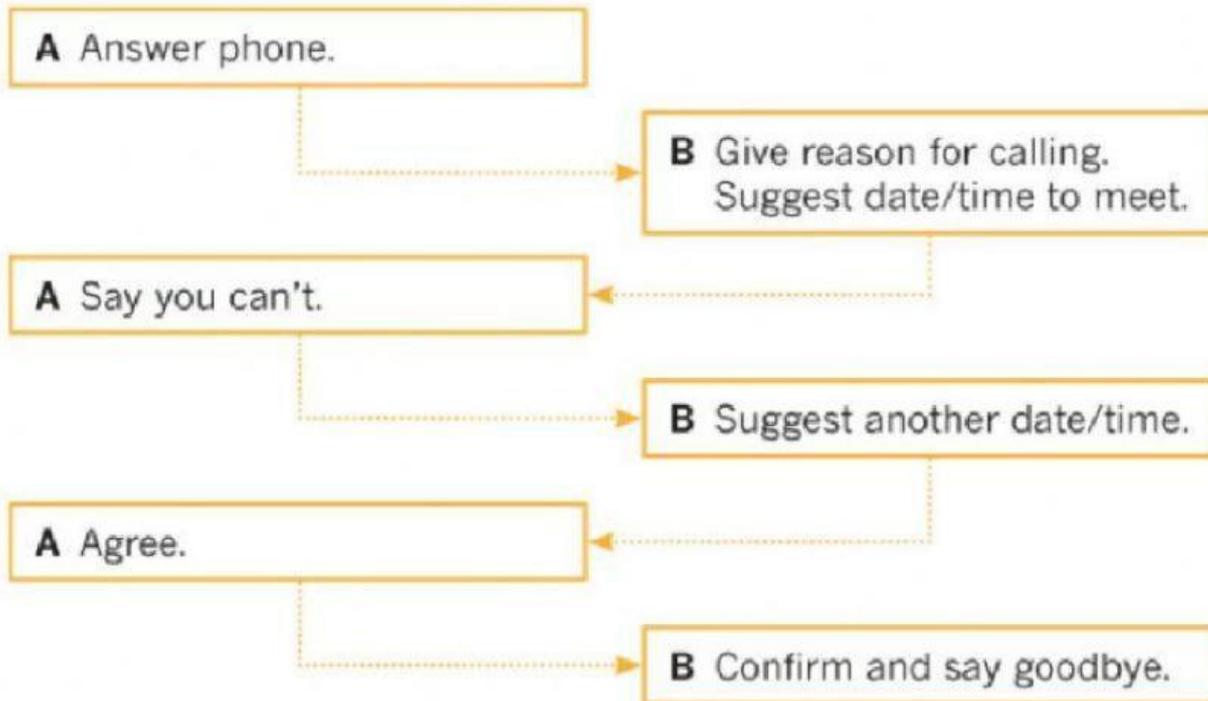
B State your preferred date / time.

A Agree and say goodbye.

- meeting to plan new website
- celebrating your birthday
- visiting your new company headquarters
- an anniversary dinner

Work with a partner. Take turns to answer the phone and make arrangements for the situations below. Use the flow chart and your own diaries if you want.

- meeting a new customer
- visiting the new company headquarters
- playing golf or tennis
- meeting a colleague to plan a product launch



Emails: arrangements + common mistakes

Key expressions

Calling to make an arrangement

The reason I'm calling is ...
I'm calling to arrange ...
It's about our meeting next ...

Suggesting times/dates

Can we arrange a meeting?
Can we fix a date to meet?
What/How about ...?
Is ... convenient/OK?
Is ... any good?
Does ... suit you?

Accepting/Declining

Yes, of course.
That suits me.
That's good/convenient for me.
I'm afraid I can't come on ...
I'm sorry but I can't make it.
I'm not free on ...

Changing arrangements

Can we make it later?
Can we move it back to Friday?
Can we bring it forward to
Wednesday?
The afternoon is free/
convenient.

Confirming

So that's Tuesday at three.
We've confirmed Monday at
10 a.m.

Stating a preference

I'd prefer the Tuesday.
Tuesday would be better.
The 31st is good for me
Thursday suits me.

Emailing and making arrangements - Common errors

Try to correct the typical errors of emailing and making arrangements below.

1. I have found the nice restaurant near here.
2. I love to meet you on Thursday night.
3. I'm looking forward to see you very soon
4. Would you like to go out for dinner on this Wednesday?
5. I'd like to see you on 6 pm/in Friday evening.
6. Tomorrow is fine- I'm free all day. See you later then.
7. PPS I am meeting with an old classmate of yours on friday.
8. To Doctor Smith
9. Why don't we meet at London?
10. Thanks for inviting, but I am flying abroad on that day
11. Do you think could we get together?
12. How about meet on next Monday?
13. That sounds fine for me.
14. I'm afraid but I can't, I'm out of town that day.
15. Would Monday suitable?
16. I will call you when I'll get to the office.
17. I'm gonna to go there later this evening.
18. I hope we're meeting again next week.
19. I should to give you my mobile number.
20. Previously we agreed to meet on Tuesday. Can we bring it forward to Wednesday?