

Key expressions

Asking to meet

Can we arrange a meeting?

We need to meet about ...

I'd like to meet ...

Asking about times

Is ... OK?

Is ... good for you?

What time are you free?

Are you free on/at ...?

Can we meet on/at ...?

Are you busy ...?

Saying when you are free

... is good/fine for me.

I'm free on/at ...

Saying when you are busy

Sorry, I'm busy then. I'm meeting ...

I can't meet ...

► 8.5 Listen again and complete these sentences.

- 1 We need to _____ the plan ...
- 2 _____ we _____ a meeting on Thursday ...?
- 3 _____ two o'clock _____ for you?
- 4 Sorry, I'm _____.
- 5 _____ the morning?
- 6 What time _____ you _____?
- 7 9.30 is _____.
- 8 I _____ between 8.00 and 10.00.
- 9 _____ you _____ after _____?
- 10 Dolores and I _____ an _____ at 12.00, so _____ before that.
- 11 _____ 10.15 _____?
- 12 A quarter past ten on Thursday is _____.