

## 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 \_\_\_\_\_.