

43/ Arranging to do things

Words you need...



- ▶ **an appointment** a time that you have arranged to see someone, such as a doctor
- ▶ **to arrange something** to make plans with other people to do something
- ▶ **busy** If you are busy at a particular time, you have already planned to do something then.
- ▶ **to cancel something** to say that something that has been planned will now not happen
- ▶ **a diary (UK)/a datebook (US)** a book with the days of the year in it. You write things that you must remember to do in it.
- ▶ **to fix something** to decide a date or time to do something
- ▶ **free** If you are free at a particular time, you have not planned to do anything then.
- ▶ **an invitation** an offer to go somewhere with someone or do something with them
- ▶ **to meet up** to meet someone else so you can do something with them
- ▶ **a plan** something that you have arranged to do
- ▶ **to postpone** to decide that something will happen at a later time

Exercise 1

Complete the sentences. Make sure you use the correct form of the words.

- 1 Danny can't come to the meeting this Thursday so we're going to postpone it till next Thursday.
- 2 I'll just look in my _____ and see if I'm free that afternoon.
- 3 We arranged to have a picnic in the park but it rained so we _____ it.
- 4 I got an _____ to Paul's birthday party this morning!
- 5 Do you have any _____ for the weekend?
- 6 Philip can't join us for dinner on Tuesday because he's _____.

Exercise 2

According to Rachel's diary, are the sentences (1-6) true (T) or false (F)?

- 1 Rachel is meeting up with friends on Saturday morning. T
- 2 Rachel is busy on the morning of June 19th. —
- 3 Rachel has an appointment on Friday afternoon. —
- 4 Rachel is free on Saturday afternoon. —
- 5 Rachel has fixed a time to see Simon on Saturday. —
- 6 Rachel's plans for Sunday have been cancelled. —

