Exercise 2 Making an appointment

♫ *Track 4.06* ♫

You will hear three dialogues on the telephone between a secretary and a person who is making an appointment to see someone. As you listen, complete the notes below. Please write the name of the person, the day, the time and the telephone number in each dialogue.

Dialogue 1

Note for Mr. Watson:

_____ is coming to see you

on _____ at _____.

His telephone number is _____.

Dialogue 2

Note for Dr. Jenkinson:

_____ is coming to see you

on _____ at _____.

Her telephone number is _____.

Dialogue 3

Note for Professor Hansen:

_____ is coming to see you

on _____ at _____.

His telephone number is _____.

LIVEWORKSHEETS