

READING

A meeting Planner

A. Two people are arranging a meeting. Read the phone call and complete Elena's meeting planner. (A = Michael, B = Elana)

- A Hello, Michael Kennedy.
 B Hello Michael. It's Elana.
 A Hello Elana. How are you?
 B I'm fine, thank you. And you?
 A Very well, thanks. What can I do for you?
 B I'd like to arrange a meeting with you.
 A OK, no problem ...
 B It's about the plans for the new employees' training week.
 A Fine. When would be good?
 B One day next week?
 A OK. Would Tuesday afternoon be fine?
 That's the 25th.
 B No, I'm afraid I'm busy all day on Tuesday, What about Thursday or Friday?
 A Sorry, I can't make Friday. I'm on a course. But Thursday is fine. Morning or afternoon?
 B The afternoon is fine for me.
 A OK. Would it be at 2:30 p.m.?
 B Yes, that's fine. Where would you like to meet?
 A You've got a bigger office!
 B OK So that's half past two on Thursday 27th, in my office.
 A Right.
 B Thanks, Michael. I'll look forward to seeing you then.



Meeting with:	
Date:	
Time:	
Place:	
Reason for meeting:	

B. Read the call again. Find and put one or more phrases which:

1. Say you want a meeting
2. Explain the reason for the meeting
3. Suggest a day or time
4. Agree to day or time
5. Say no and give a reason
6. Ask about the place
7. Confirm detail