

BUSINESS COMMUNICATION – ARRANGING TO MEET

1) Match 1-6 to a-f to make questions and sentences.

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| 1 Can we arrange ____ | a Monday. |
| 2 What time ____ | b good for you? |
| 3 I'm free on ____ | c a meeting? |
| 4 Sorry, ____ | d at lunchtime? |
| 5 Is 10.00 a.m. ____ | e are you free? |
| 6 Are you free ____ | f I'm busy then. |

2) Complete the conversations with the expressions from the list.

can't meet Wednesday's good Wednesday OK
Are you busy on What time are you free
We need to meet about is fine

A ¹ _____ the problem with the product design.

B Yes, of course. ² _____ Tuesday?

A Yes, in the morning. I ³ _____ until 2.00 p.m.

B 2.00 p.m. is a bit late. Is ⁴ _____?

A Yes, ⁵ _____.

B ⁶ _____?

A From 11.00 a.m.

B 11.00 a.m. ⁷ _____ for me.