Business Communication – Arranging to meet

1 Match 1–10 to a–j to make complete sentences.

1 When would ~~g~~
2 Are you ___
3 Does the 13th work ___
4 Let's meet ___
5 I'm afraid I've ___
6 Shall we ___
7 How about ___
8 So that's ___
9 Can we find ___
10 Sorry, but ___

a for you?
b say 6.30?
c free tomorrow evening?
d got something on.
e 2 p.m. in the café. See you later then.
f Tuesday instead?
~~g suit you?~~
h in front of the theatre.
i I'm busy at that time.
j a different time?

2 Choose the correct words in *italics* to complete the conversation.

A We need to prepare the presentation this week. When [1]*can / ~~are~~* we meet?
B [2]*Is / Would* Friday afternoon suit you?
A [3]*Afraid / Sorry*, but I'm finishing at lunchtime that day. Are you [4]*say / free* on Friday morning?
B Yes, that [5]*works / suits* me. But I prefer first thing in the morning. [6]*Does / Is* 8.30 work for you?
A I'm [7]*afraid / sorry* I can't meet as early as that.
B Well, [8]*when / what* about 9 a.m. instead?
A Yes, that's [9]*fine / suits*. Where [10]*are / shall* we meet?
B Well, it's probably easier for you if I come to your office.
A OK, so [11]*let's / that's* my office at nine o'clock on Friday.
B Great. See you on Friday, then.
A Yes, see you on Friday.

LIVEWORKSHEETS