

Speaking: making and changing appointments

5

When you make an appointment with someone, be sure to confirm the day, time, and place of your meeting.
Call again if you need to change your appointment. You don't need to specify why you have to make a change.

A  Listen to the four conversations. Check column A or B.

	A	B	C
	Making an appointment	Changing an appointment	Details
1			
2			
3			
4			

How to say it

Are you free (on Sunday/at 2:00 p.m.)?

What (day/time) works best for you?

I'm busy (all Tuesday/until noon/after 6:00 p.m.).

Something's come up, and I can't make our appointment.

Can we reschedule?

Sorry for the inconvenience.

B  Listen again. Write the day, time, and location of each appointment in column C.