

91 Making arrangements

ALEX Evan, we need to talk about the presentation in June. Can we **get together** next week at a time that's **convenient** for us both? I was thinking, **can you make it** on Monday morning?

EVAN Sorry, I'm not **available** then. **How about** Tuesday afternoon?

ALEX I **wish I could**, but I've got another meeting on Tuesday. Are you free on Wednesday morning?

EVAN I'm **supposed** to be seeing Jo Woods then, but I think I can **postpone** that. I'll **confirm** it with you later, but please **remind** me if I forget.



GLOSSARY

presentation	a formal talk at which sth is shown or explained to a group of people	I wish I could	= I want to, but it's impossible.
get together	meet	be supposed to do sth/ be doing sth	be expected to do sth or have to do sth
convenient	easy and not causing problems	postpone	SYN be meant to do sth decide that sth you had planned will happen at a later time SYN put sth off
Can you make it?	= Are you able to come?	confirm sth (with sb)	tell sb that a possible plan will definitely happen
available	free to see or talk to sb	remind sb (of sth)	help sb remember sth
How about ...?	= Can I suggest ...? SYN What about ...?		

1 Is the meaning the same or different? Write **S** or **D**.

► I'm **supposed** / **meant** to work tonight. **S**

1 We **put the meeting off** / **postponed the meeting**. **.....**

2 **I wish I could** / **I'm going to come**. **.....**

3 **What / How** about meeting on Friday lunchtime? **.....**

4 Are you **available** / **convenient** next week? **.....**

5 Did you **remind** / **remember** him? **.....**

6 I'm not **free** / **available** to see you then. **.....**

7 Did you go to the **presentation** / **meeting**? **.....**

8 We can **confirm** / **get together** next week. **.....**

2 Complete the conversation.

A Jun, we must ► **get** together next week to plan for the (1) p..... Can you (2) m..... it on Tuesday afternoon?

B I (3) w..... I could, but I'm busy all day. (4) H..... about Wednesday?

A No, I don't think I'm (5) a..... then. I'm (6) s..... to be seeing Callum about the business plan.

B Oh, dear! Wednesday's the only day next week that works for me. Could you possibly (7) p..... your computer meeting until the following week?

A I'm not sure. I'll have to talk to Callum. Maybe I can get (8) t..... with him the following week instead. OK, I'll (9) c..... that with you tomorrow.

3 Rewrite the sentences using the word in capitals in the correct form.

► Can I suggest six o'clock? **HOW** **How about six o'clock?**

1 Can I meet you next week? **TOGETHER** **.....**

2 I'd love to, but I'm busy. **WISH** **.....**

3 Could you arrange the meeting for another time? **PUT** **.....**

4 Don't let me forget the appointment. **REMIND** **.....**

5 I'll tell you definitely tomorrow. **CONFIRM** **.....**

6 Are you able to come on Tuesday? **MAKE** **.....**

7 Is two o'clock a good time for you? **CONVENIENT** **.....**

8 I'm supposed to finish this by seven. **MEAN** **.....**

9 Will you be free to talk to me on Friday? **AVAILABLE** **.....**

