# 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 SYN **be meant to do sth** |
| **convenient** | easy and not causing problems | **postpone** | 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 .....

TEST YOURSELF



LIVEWORKSHEETS