

ACTIVITY

of appointment materials

Phase E



Name :

Listen to audio and complete the dialoge below!



Patient: I would like to make an _____ to see Dr. Smith.

Receptionist: What do you _____ the doctor for?

Patient: I just need an annual _____

Receptionist: Ok. The doctor's next _____ appointment is next monday at _____ AM.

Patient: That's perfect. Do I need to _____ with me?

Receptionist: Please bring your Insurance _____ ID.

Tap the microphone and read the dialog below!



Mr. Adam: Good morning, Ms. Sarah. I'd like to schedule an appointment with Dr. Carter.



Ms. Sarah: Good morning, Mr. Adam. Certainly. May I know the purpose of your visit?



Mr. Adam: I've been experiencing persistent headaches lately, and I think it's time for a check-up.



Ms. Sarah: I see. Dr. Carter is available this Thursday at 10:30 AM. Does that work for you?



Mr. Adam: Let me check my schedule. Yes, Thursday at 10:30 AM works perfectly.



Ms. Sarah: Great. Could you please confirm your full name and contact number for the record?



Mr. Adam: Sure. My full name is Adam Parker, and my contact number is 5557820912.



Ms. Sarah: Thank you, Mr. Parker. Your appointment is now scheduled for Thursday at 10:30 AM. Please arrive 10 minutes earlier for the registration process.



Mr. Adam: Got it. Thank you for your assistance.



Ms. Sarah: You're welcome. Have a great day!

Read dialoge below and explain it in your own language!

Ms. Emily: Good afternoon, Mr. John. I'd like to discuss a potential collaboration between your firm and our company. Are you available to meet this week?

Mr. John: Good afternoon, Ms. Emily. Thank you for reaching out. Let me check my schedule. (pauses) I'm available on Friday at 2:00 PM. Would that work for you?

Ms. Emily: Friday at 2:00 PM sounds perfect. Where shall we meet?

Mr. John: We can have the meeting at our office. I'll reserve the conference room to ensure privacy. Will that be convenient for you?

Ms. Emily: Yes, that works for me. Could you please share your office address?

Mr. John: Of course. Our office is located at 123 Business Lane, Downtown City. I'll also send you an email with the details.

Ms. Emily: Thank you, Mr. John. I look forward to our meeting on Friday.

Mr. John: Likewise, Ms. Emily. Please let me know if there's anything specific you'd like to prepare for the discussion.

Ms. Emily: Sure, I'll send over some key points later today.

Mr. John: Excellent. See you on Friday at 2:00 PM.

Ms. Emily: See you then. Have a great day!

Mr. John: You too!

Your Answer :	

Arrange the following words into sentences !

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Please read the dialogue and answer the questions carefully!

Mr. Jacob: Good morning, Ms. Anna. Sure, how can I assist you?

Ms. Anna: I was wondering if you could meet with me tomorrow at 3:00 PM to discuss the project details.

Mr. Jacob: Thank you for reaching out, Ms. Anna. Unfortunately, I have another meeting scheduled at that time.

Ms. Anna: I see. Is there another time that works better for you?

Mr. Jacob: Yes, I could meet on Thursday morning at 10:00 AM instead. Would that work for you?

Ms. Anna: Thursday at 10:00 AM works perfectly. I appreciate your flexibility, Mr. Jacob.

Mr. Jacob: My pleasure, Ms. Anna. I'll see you then. Have a great day!

Ms. Anna: You too!

• Why does Mr. Jacob decline the appointment?



• What time does Ms. Anna originally propose for the meeting?



• What alternative time does Mr. Jacob suggest?



• How does Ms. Anna respond to Mr. Jacob's suggestion?



• What is the tone of the conversation?



Please read the dialogue and answer the questions carefully!

Alex: Hi Bella, do you have a moment to discuss our next meeting?

Bella: Of course, Alex. What's on your mind?

Alex: I was thinking we could meet this Thursday at 2 p.m. to finalize the project details. Does that work for you?

Bella: Let me check my schedule. (Pause) Yes, Thursday at 2 p.m. works perfectly. Where should we meet?

Alex: How about at the conference room on the third floor? It's usually quiet around that time.

Bella: Sounds great. Should I prepare anything for the meeting?

Alex: Just bring the updated project draft and any additional notes you think are relevant.

Bella: Got it. I'll see you on Thursday at 2 p.m. in the conference room.

Alex: Perfect. Thank you, Bella. See you then!

Bella: You're welcome, Alex. See you Thursday.

• What day and time did Alex propose for the meeting?



• Where did Alex suggest having the meeting?



• What does Alex ask Bella to bring to the meeting?



• Why does Alex suggest the conference room on the third floor?



• What does Bella say after confirming the appointment?

