# 43/ Arranging to do things

## Words you need... 43.1

- **an appointment** a time that you have arranged to see someone, such as a doctor
- **to arrange something** to make plans with other people to do something
- **busy** If you are busy at a particular time, you have already planned to do something then.
- **to cancel something** to say that something that has been planned will now not happen
- **a diary** (UK)/**a datebook** (US) a book with the days of the year in it. You write things that you must remember to do in it.
- **to fix something** to decide a date or time to do something
- **free** If you are free at a particular time, you have not planned to do anything then.
- **an invitation** an offer to go somewhere with someone or do something with them
- **to meet up** to meet someone else so you can do something with them
- **a plan** something that you have arranged to do
- **to postpone** to decide that something will happen at a later time

### Exercise 1

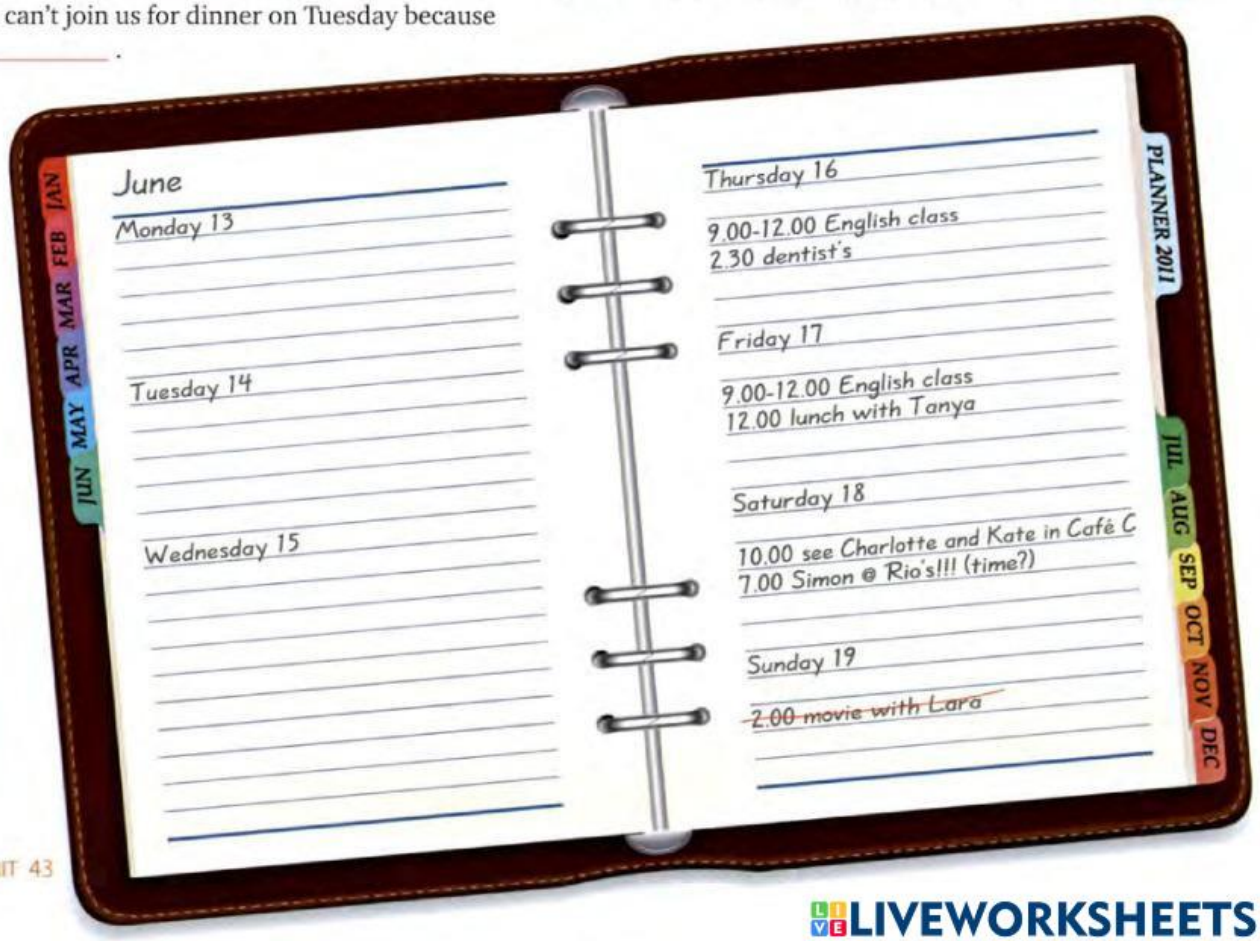
**Complete the sentences. Make sure you use the correct form of the words.**

1 Danny can't come to the meeting this Thursday so we're going to *postpone* it till next Thursday.
2 I'll just look in my _____ and see if I'm free that afternoon.
3 We arranged to have a picnic in the park but it rained so we _____ it.
4 I got an _____ to Paul's birthday party this morning!
5 Do you have any _____ for the weekend?
6 Philip can't join us for dinner on Tuesday because he's _____ .

### Exercise 2

**According to Rachel's diary, are the sentences (1–6) true (T) or false (F)?**

1 Rachel is meeting up with friends on Saturday morning. T
2 Rachel is busy on the morning of June 19th. ___
3 Rachel has an appointment on Friday afternoon. ___
4 Rachel is free on Saturday afternoon. ___
5 Rachel has fixed a time to see Simon on Saturday. ___
6 Rachel's plans for Sunday have been cancelled. ___






LIVEWORKSHEETS