

20 Arranging a meeting

A Cross out the *one* word or phrase in each group in italics that is *not* correct. The symbol '—' means no word.

- 1 What time would *be convenient for/be convenient/suit* you?
- 2 Are you free *sometime/anytime/one time* next week?
- 3 Could we meet *on/—/at* Thursday *during/on/in* the afternoon? Perhaps *on/—/at* 3pm?
- 4 Yes, I think I *can/should/would* be able to make next Friday morning.
- 5 I'll *come back to you/return to you/get back to you* later today to confirm it.
- 6 I'm out of the office *for/until/till* 2pm. Any time after that *could be/is/would be* fine.
- 7 I'm sorry but I'm *busy/occupied/tied up* all day next Tuesday. I *am sorry for/regret for/apologize for* any inconvenience caused.
- 8 I'm sorry *but/I'm afraid but/I'm afraid* I can't *make/control/manage* it on that day.
- 9 Sorry, I already have *an arrangement/an appointment/a promise* on that day.
- 10 *What if/What about/How about* Wednesday *instead/in place/as an alternative*?
- 11 The meeting is urgent. We need to *move it up/bring it forward/take it ahead* to this week.
- 12 I'm going to be away for a while. Would you *mind/matter/object* if we pushed the meeting back to the following week?
- 13 I look forward to *see/seeing/speaking* to you next week.
- 14 Give me a *call/telephone/ring* if you have any problems.
- 15 Give my *regards/best wishes/compliments* to Lucia.

B Complete the sequence of emails by writing *one* word in each gap. Several answers may be possible.

Günter – we need to meet to discuss the budget for next year. Could we meet ⁽¹⁾ Friday ⁽²⁾ the morning? Let me know if that ⁽³⁾ be good for you. I hope everyone in the Berlin office is well. Give my ⁽⁴⁾ to Kristina and Alex.
Best wishes, Akiko.

Akiko, I'm ⁽⁵⁾ but I can't ⁽⁶⁾ it next Friday I'm ⁽⁷⁾ all day. ⁽⁸⁾ about Monday 12 May ⁽⁹⁾ ? I should be ⁽¹⁰⁾ to make a morning meeting, otherwise any time after 4pm ⁽¹¹⁾ be fine.
Hope that's okay, Günter.

Hi Günter. Yes – Monday morning is good for me too. Shall we say 9.30? I look forward to ⁽¹²⁾ you then. Give me a ⁽¹³⁾ if you have ⁽¹⁴⁾ problems.
Akiko.

C Match the beginnings and endings of the phrases below.

- | | |
|--------------------------------------|-------------------------------------|
| 1 Are we still okay ... <i>b</i> ... | a) finalize arrangements today. |
| 2 Can we reschedule for | b) for Thursday? |
| 3 I'll circulate | c) has come up. |
| 4 I need to | d) the agenda in the next few days. |
| 5 Let me know if you | e) the following week? |
| 6 Something urgent | f) want to make any changes. |

D Put the complete phrases from section C into the emails below. You may need to change the first letter to lower case.

Hello Charles-Henri. ⁽¹⁾? Please get back to me this morning if possible to confirm, as ⁽²⁾ Thanks, Natalia.

Natalia, I'm sorry to ask this at such short notice, but ⁽³⁾? Perhaps Wednesday 24th? I do apologize, but ⁽⁴⁾ I hope it won't inconvenience you too much. Best wishes, Charles-Henri.

Okay, fine. Let's make it Wednesday 24th. ⁽⁵⁾ Please ⁽⁶⁾ to what we discussed. Natalia.

E Review the use of *will* (*You will do ...*) and the present continuous (*You are doing ...*) to talk about a future trip.

- *will* is a general future tense.
- The present continuous is used for arrangements and plans; there is a known time and place (although it may not be mentioned), and the arrangement is often personally scheduled.

Complete the email from a secretary by putting the verbs in brackets into a form of *will* or the present continuous. In most cases both forms are possible, but one is more natural.

As you know, you ⁽¹⁾ *'re going* (go) to Brussels next Wednesday. You ⁽²⁾ (catch) the 8.00 flight from City Airport. Someone ⁽³⁾ (be) at Brussels airport to take you to the hotel – you ⁽⁴⁾ (stay) at the Marriot. At 11.00 you ⁽⁵⁾ (meet) Mr Cuvier at his office. I'm sure he ⁽⁶⁾ (take) you out to lunch. After lunch you ⁽⁷⁾ (not/do) anything until your meeting at 3.30 with the people from the law firm, so you ⁽⁸⁾ (have) time to go back to the hotel to freshen up. When Mr Cuvier's secretary sends me the pre-meeting documents, I ⁽⁹⁾ (forward) them to you.

