**BUSINESS ENGLISH MAKING APPOINTMENTS LESSON**

Business people meet with clients, suppliers, owners, managers and others on a regular basis.

Arranging those meeting times is the target language for this lesson.

REQUESTING AN APPOINTMENT

* If possible, I would like to come by and see you [tomorrow]?
* I was wondering if we could get together [on Tuesday]?
* Do you think we could get together [next week]?
* Do you mind if we get together [sometime]?
* Could I visit you [later today]?
* Could I meet with you about this?
* Can we get together and talk about this?
* Is there a good time for us to get together [on Monday]?

SUGGESTING A TIME/DATE:

* Could we meet at \_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_ the \_\_\_\_\_ of \_\_\_\_\_?
* Could we meet at 10AM on Monday the 3rd of July?
* Could we . . .
* Can we . . .
* Is it possible to . . .
* I’d like to see you at [time and date] . . .
* Would 25th of April be good for you?

REJECTING A TIME/DATE:

* I’m sorry, I’ve got another meeting then.
* I’m afraid I can’t, I’m out of town that day.
* I wish I could, but . . .
* [Date/time] is not good for me, I’m sorry.

SUGGESTING AN ALTERNATIVE TIME/DATE:

* How about next Friday, instead?
* Maybe 11:00 a.m., instead?
* How about . . .
* Could you do it at . . .

AGREEING TO A TIME AND DATE:

* That’s fine. I’ll see you then.
* That sounds fine/good/great/super to me.
* Yes, lets try that.
* Perfect, let’s do it then.
* Perfect, let’s do that.

EXAMPLE

|  |  |
| --- | --- |
| SP | Hello, ---------. This is --------- |
| AB | Hello ---------, what can I do for you? |
| SP | REQUESTING AN APPOINMENT |
| AB | ---------and the place sound fine to me, what time is good for you? |
| SP | SUGGESTING A TIME |
| AB | REJECTING A TIME |
| SP | SUGGESTING AN ALTERNATIVE TIME |
| AB | AGREEING TO A TIME |
| SP | Thank you ---------. I’ll see you on --------- |