

CONVERSATION

Michelle: Mr. Ralph's office!

Peter: Hello. Can I speak to Mr. Johnny Ralph?



Michelle: I'm afraid he's in a meeting until lunchtime. Can I take a message?

Peter: Well, I'd like to arrange an appointment to see him, please. It's Peter Parker here.

Michelle: Could you hold on for a minute, Mr. Parker? I'll just look in the diary. So, when's convenient for you?

Peter: Some time next week if possible. I gather he's away the following week.

Michelle: Yes, that's right. He's on holiday for a **fortnight**.

Peter: So, would next Wednesday be okay?

Michelle: Wednesday. Let me see. He's out of the office all morning. But he's free in the afternoon, after about three.

Peter: Three o'clock is difficult. But I could make it after four.

Michelle: So, shall we say 4:15 next Wednesday, in Mr. Ralph's office?

Peter: Yes, that's sounds fine. Thanks very much.

Michelle: Ok then, bye.

USEFUL EXPRESSIONS

- **I'd like to arrange an appointment with him.**
- **I'll just look in the diary.**
- **Three o'clock is difficult.**
- **So shall we say...**
- **That sounds fine.**



Let's Talk

1. **Have you tried setting an important appointment?**
2. **What do you do when your set appointment needs to be postponed because of an emergency and you don't have any available time to accommodate the postponed appointment.**
3. **Was there a situation wherein you waited very long in an appointment on its new schedule?**

Activity

1. **Use the important expressions on setting an appointment. You want to set an appointment to the doctor next week Thursday. Unfortunately, the doctor's schedule is full.**

2. **You are a secretary of a lawyer. A client calls you to set an appointment for legal consultation**