

USEFUL EXPRESSIONS

Apologizing and explaining why you can't make it to the meeting:

- I'm afraid I won't make it to our meeting due to a problem that just came up at work.
- I am very sorry, but I am running late. I hope to be there in about 30 minutes.
- I apologize for the inconvenience, but I am not going to be able to make it to the meeting tomorrow.
- Unfortunately, an issue just came up at work, and I cannot make it to our meeting this afternoon.
- Due to *(problem)*, I will not be able to make it to the meeting.
- I will need to postpone our meeting. *(Explain the problem.)*
- I need to reschedule our meeting because *(problem)*.

Give an alternative date/time:

- Could we meet tomorrow at the same time?
- Next week is completely open for me. Please let me know the best time for you.
- Are you available on Wednesday at 3 PM?

CONVERSATION

Nancy: Hello, Stella. This is Nancy. Unfortunately, there has been a wreck on the motorway due to the weather and I am stuck in traffic.

Stella: Ok. Thanks for calling. We were just about to head into the conference room for the meeting.

Nancy: I'm glad I caught you then. I'm afraid I won't make it to the meeting. Do you think we can postpone it for about an hour?

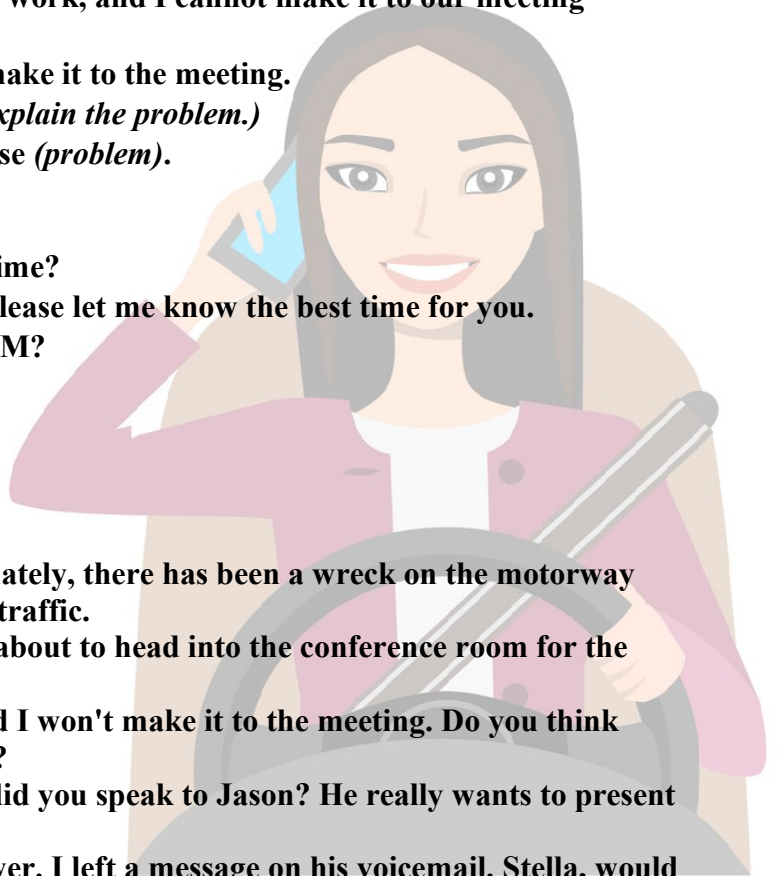
Stella: I don't have a problem with that but did you speak to Jason? He really wants to present his work today.

Nancy: I tried calling him, but he didn't answer. I left a message on his voicemail. Stella, would you mind letting him know the situation?

If he would like to hold the meeting without me, I completely understand. Otherwise, I should make it to the office in about 30 minutes and would be happy to meet then.

Stella: Alright. Let me talk to him and I will call you right back.

Nancy: Thank you, Sue. I really appreciate your help, and I apologize for the inconvenience.





LET'S TALK

1. Have you ever been late to a meeting? For what reasons?
2. What do you do if you are going to be late for a meeting?
And if you are going to be 5 minutes late only, do you think you should call or text someone?
3. How do you feel when other people are late for your meeting?
4. Do you mind waiting for an hour for an important meeting?
5. What do you think are good reasons to cancel a meeting?
Have you had to cancel a meeting? For what reasons?
6. How do you feel when other people cancel a meeting on you?



PRACTICE

Take turns in cancelling and rescheduling a meeting using these situations.

Situation A

You have a lunch meeting at 12:00 pm with your client, but you have a very bad toothache and decided to see a dentist at 11:30 am. You need to call your client and ask him to move the meeting to a different time.

Situation B

Pretend that there is bad weather and the roads from your house are flooded. You will not make it on time to the meeting and you need to call and reschedule the meeting.