

16b Making an appointment

Student A

Call 1 Receive the call.

It is Monday 6 March. You are Susana Pena, Sales Manager for Gourmet Foods.

March

Monday 6
10-12 Sales meeting

Tuesday 7
leave for Belgium 10am

Wednesday 8

Thursday 9
return from Belgium 4pm

Friday 10

Call 2 Make the call.

It is Monday 16 June. You are John O'Brien. Phone Kate Palmer and cancel your appointment tomorrow at 4pm. Make a new appointment.

JUNE

Monday 26 *holiday*

Tuesday 27

Wednesday 28

Thursday 29 *Lunch with Sabori Yamaguchi*

Friday 30

Student B

Call 1 Make the call.

It is Monday 6 March. You are John Wheeler. Phone Susana Pena and make an appointment to see her this week.

March

Monday 6
London University 1-4.30

Tuesday 7

Wednesday 8
Lunch with Elsa

Thursday 9

Friday 10
holiday

Call 2 Receive the call.

It is Monday 16 June. You are Kate Palmer, technical advisor at MA Electronics.

JUNE

4 *Lunch - Klaus + Anna*

Monday

5 *meeting with Mayor 2pm*

Tuesday

6 *Franco Rossi 11am*

Wednesday

7

Thursday

8 *Glasgow trade fair*

Friday

Teacher's Notes

Making an appointment Worksheet 16b

NOTE: This activity is not linked to the activity on Worksheet 16a.

ACTIVITY

Pairwork: speaking

AIM

To make, change and cancel appointments on the telephone.

GRAMMAR AND FUNCTIONS

Suggestions: *Would you like to...? How about...?*

Could you...?

Refusing and accepting

VOCABULARY

Appointments: *to make/cancel an appointment, to arrange, to have a meeting*

Prepositions of place: *at a conference/trade fair, in Belgium/Paris, on holiday, at the office*

PREPARATION

Make one copy of the worksheet for each pair of students in the class. Cut out Student A and Student B sections as indicated.

TIME

30 minutes

PROCEDURE

- 1 Ask students to work in pairs and divide them into Student A and Student B. Give each student the appropriate part of the worksheet.
- 2 Tell the students that they are going to make and receive two telephone calls according to the instructions on the worksheet.
- 3 Model the activity with a student.
For example:
You: *I need to see you. Can we meet tomorrow?* (shake your head to prompt the answer *No* from the student.)
Student: *I'm sorry, I can't. I'm busy tomorrow.*
You: *Oh. How about Friday?* (nod your head to prompt the answer *Yes* from the student).
Student: *That sounds fine. What time?*
You: *Let's meet at my office at 4 pm.*
Student: *Okay, I'll see you there.*
- 4 Give the students a few minutes to study the diaries and the instructions on their worksheets.
- 5 Ask the students to work in pairs of one Student A and one Student B. Ask each pair to sit back-to-back so they cannot see each other, or see each other's worksheets.
- 6 When they are ready, the students make and receive their calls and write the arrangements in their diaries.
- 7 When they have finished, ask each pair of students to compare their diaries to check they have understood each other correctly.

FOLLOW-UP

Ask students to write a short fax confirming one of the arrangements they have just made. For example:

Dear Charles,
I would like to confirm the arrangement we made on the telephone today. I will see you at the Kowloon House restaurant on ...