

# APPOINTMENTS

## MAKING ARRANGEMENTS

Asking for an appointment	<ul style="list-style-type: none"><li>• I'm calling to arrange a meeting (to discuss the project).</li><li>• Can we meet to discuss (the new brochure)?</li></ul>
Suggesting date/time	<ul style="list-style-type: none"><li>• I'm free on (Tuesday afternoon). / Are you free at (2 p.m.)?</li><li>• Does (9 a.m.) work for you?</li><li>• How does (2 p.m.) suit you?</li><li>• How about (Friday)?</li><li>• How does (next Monday) sound?</li></ul>
Saying a date is not possible	<ul style="list-style-type: none"><li>• I'm busy all day (Monday).</li><li>• (Thursday)'s out for me, I'm afraid.</li><li>• Sorry, (Wednesday afternoon) isn't possible.</li><li>• I'm afraid (9 a.m.) is not good for me.</li><li>• Sorry, but that doesn't work for me.</li></ul>
Agreeing on a date/time	<ul style="list-style-type: none"><li>• (Yes), (Thursday morning) is fine.</li><li>• (Yes), (Monday at 9 a.m.) works for me.</li><li>• See you on (Friday at 3 p.m.).</li></ul>

## CHANGING ARRANGEMENTS

Explaining that you need to change	<ul style="list-style-type: none"><li>• I'm calling about our meeting on the (28th).</li><li>• Do you mind if we fix another time to meet?</li></ul>
Apologising	<ul style="list-style-type: none"><li>• I'm really sorry about this.</li><li>• I know it's a bit short notice.</li><li>• Sorry to bother you.</li></ul>
Talking about the change	<ul style="list-style-type: none"><li>• Can we bring it forward?</li><li>• Do you want to postpone (the meeting)?</li><li>• Let me just check my schedule.</li><li>• I'll check my diary.</li></ul>
Suggesting a new date	<ul style="list-style-type: none"><li>• Is (Wednesday afternoon) possible for you?</li><li>• Which is better for you: (mornings) or (afternoons)?</li></ul>
Fixing a new date	<ul style="list-style-type: none"><li>• So, just to confirm (we'll change the meeting to the 12th).</li><li>• We're all set for the (19th).</li></ul>
Thanking	<ul style="list-style-type: none"><li>• Thanks for being so flexible.</li><li>• Thank you for your help.</li></ul>