

Worksheet 6: Making arrangements

- Who do you meet in your work? Do you normally arrange to meet by email? By phone? Or in another way?
- Read the emails between an architect and a project manager at a construction site. They are arranging to meet. Number the emails in the correct order from 1 to 6.

Dear Amin

A 1

We are now completing the interior structure for the new shopping mall at Creek Square. The work is going well. **Would you like to** visit the site later this week?

Hi Amin

B ____

No, sorry, I can't meet Monday or Tuesday. I have union meetings both days that I can't cancel. **What about** Wednesday the 8th?

That sounds great. See you then.

C ____

Dear Hong Q'ian

D ____

I'd love to, but I'm busy all this week. I am free on Monday the 5th or Tuesday the 6th. **Can you meet then?**

Hi Hong Q'ian

E ____

My schedule is really tight on Wednesday, but I think I can reschedule my 1.00 meeting and come in the afternoon. **Is Wednesday afternoon any good?**

Yes, that suits me. So, to confirm, we're meeting on Wednesday the 8th in the afternoon. **Shall we say** 1.30? I'll meet you at the main site office.

- Read the emails again and answer these questions.

- Why does Hong Q'ian invite Amin?
- Why can't Amin come this week? What does he suggest?
- Why can't Hong Q'ian meet on the 5th or the 6th ?
- What do you think Amin means by *My schedule is really tight ...*? Is he able to change the time of his meeting on Wednesday?
- What date and time do Amin and Hong Q'ian finally arrange to meet?

4 Write these phrases in the table.

Do you want to ... That would be great. I'm afraid I can't.
So, that's ... How about ... ?

Inviting	
Declining (politely)	
Suggesting a time	
Accepting	
Confirming	

5 Look at the expressions in bold in the emails and write them in the table.

6 Complete the emails with phrases from the table. More than one answer may be possible.

Dear Mina,

The site manager in charge of building the factory in Muscat is coming here next week.
¹ _____ to meet him? ² _____ sometime on Thursday?

Dear Olga,

Thank you for the invitation, but
³ _____. I am free all day
 Wednesday. ⁴ _____
 2.00?

Dear Mina,

Yes, that ⁵ _____. So,
⁶ _____ Wednesday at 2.00. See
 you then.

7 Work with a partner. Write and swap three emails.

- 1 Invite your partner to a meeting.
- 2 Decline politely and suggest another time.
- 3 Accept, and confirm the meeting.

8 Read your emails in Exercise 7 and evaluate your writing with this checklist.

I CAN	
invite someone to a meeting	<input type="checkbox"/>
decline an invitation	<input type="checkbox"/>
suggest another time	<input type="checkbox"/>
accept an invitation	<input type="checkbox"/>
confirm the meeting	<input type="checkbox"/>