

Welcome back! In the video lecture there are listening exercises. Here is where you can complete those exercises. Let's go!

Listen to the two telephone dialogues, and put the information you hear in this table:

	Telephone Call 1	Telephone Call 2
What will the meeting be about?		
When will the meeting take place?		
How long will the meeting last?		

Listen again (if necessary), and complete these sentences from the conversations.

Telephone Call 1	Telephone Call 2
Could we _____ a time to meet next week?	_____ we could meet and go over the details _____?
How _____ Monday at 9?	White time _____ you _____ in mind?
Sorry, I can't _____ it then.	Would half past five _____ you?
How _____ sometime after lunch?	I'm _____ I have another appointment then.
Should we _____ for the whole afternoon?	Well, I'll see you _____ Monday _____ 7:30 then.
Let's leave the length of the meeting _____ for now.	I look _____ to meeting you then.
So, I'll _____ you on Monday at 2.	

Language Focus: Read the sentences and think about their function. Why do we use them?
Match sentences to their function:

1. Sentences used to arrange a meeting: _____
2. Sentences used to discuss the length of a meeting: _____
3. Sentences to say that a suggested time is not convenient: _____
4. Sentences to confirm the time of a meeting: _____

New Vocabulary / Notes

REMEMBER!
AT 7:00
ON MONDAY
IN JULY

Useful Meetings Phrases - Arranging Meetings	
Asking for a meeting	<ul style="list-style-type: none"> - Could we (please) schedule a time to meet next week? - I'd like to schedule a meeting for next week / as soon as possible. - Ms Smith would like to schedule a meeting with you for next Monday, if that is possible? - Could we meet to go over this together? - Ms Smith would like to meet with you in person to go over this.
Suggesting a meeting time	<ul style="list-style-type: none"> - How about Monday at 10:00? - Would Monday at 10:00 suit you? - Could we meet on Friday afternoon? - Can I suggest Thursday after lunch? - Ms Smith suggests Friday at 10:00 - would that also suit you?
Saying that you're not able to attend	<ul style="list-style-type: none"> - Sorry, I have something on at that time. - I'm afraid I can't make it then. - I'm tied up all this week, sorry. How about next week?
Saying that your manager can't attend	<ul style="list-style-type: none"> - I'm afraid Ms Smith isn't available then. Would the following day suit? - Sorry, but Ms Smith is tied up all that day. Could we look at the next day?
Saying that you can attend	<p>That sounds good.</p> <p>Yes, that looks good. I'll put it in my calendar.</p> <p>Yes, that would be fine. Could you please send an email confirming the details?</p>
Saying that your manager can attend	<p>Yes, she has an opening at that time. I'll put the meeting in her calendar.</p> <p>Yes, that looks good. I'll let her know and send you a confirmation email.</p>
Confirming the day and time	<p>So, that's Friday at 10:00 in your downtown office.</p> <p>So, that's Monday morning, 09:00 here in our boardroom.</p> <p>Thanks - I'm looking forward to seeing you next Wednesday at 5:00PM, then.</p>

New Vocabulary / Notes