

Lesson 06: Making Arrangements

Warm-up Questions:

Do you prefer making plans and arrangements or allow someone else to do it?
 Have you ever had to make arrangements for a conference call, meetings, or office dinners?
 What do you need to consider before making arrangements?

Expressions(Asking about availability)

At (time)
On (day)
In (month/year)

Can you come at...?
 Are you available/free on...?
 When is the best time for you?
 When would be the best day?
 When are you available?

Response:

I'm available/free on...
 That will work for me.
 ...is good for me.
 ...is best for me.
 ...sounds good.

I'm (not) available/free on...
 That will (not) work for me.
 ...is/Isn't good for me.

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How about.../Can we...Why don't we.../Would it be possible to...

Fill in the weekly calendar with the following appointments.

Lunch with coworker Team dinner Lunch with client
 2 X Run errands(bank, after service, hair cut, etc)

Ask your classmate to have dinner/lunch. You must fill up your weekly schedule.

	Monday	Tuesday	Wednesday	Thursday	Friday
Lunch 11:00 - 2:00					
Dinner 5:00 - ?					