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| Making an appointment |
| Elementary |
| Is it possible to book/make an appointment? |
| Can/could/ I make an appointment to see (Mr Smith)? |
| I'd like to make an appointment with (Mr Smith). |
| Is (Mr Smith) available on the 17th? |
| I want to/ need to/ see (Mr Smith), can I make an appointment? |
| I would like to see (Mr Smith), can I make an appointment? |
| I need to see (Mr Smith) as soon as possible. |
| I need to see (Mr Smith) ASAP. (= As Soon As Possible). |
| I need to see (Mr Smith) urgently. |
| I need to see (Mr Smith) at once. |
| I need to see (Mr Smith) straightaway. |
| Are you free next week? |
| Are you free on the 17 th for lunch? |
| Is next Tuesday convenient for you? |
| How to use prepositions to make an appointment |
| Can we meet on the 17 th ? |
| Can we meet next Tuesday? |
| Can we meet at 4 o'clock? |
| Can we meet for half an hour? |
| Can we meet before the end of the week? |
| We need to meet by the 17 th (= on the 17 th or before). |
| I'm busy until the 17 th , so we can meet after the 17 th . |
| Intermediate |
| I'd like to schedule a meeting with (Mr Smith). |
| Does (Mr Smith) have any free time next Tuesday, the 17 th ? |
| What time is best for you? |
| When would be a good time for you? |
| How does the 17 th sound to you? |
| What about sometime next week? |
| Would next Tuesday be OK? |
| Would 9:00 on Tuesday be OK? |
| His schedule is open all day Tuesday. |
| He's free any day but Wednesday. |
| He's free any day except Wednesday. |
| He's free any day apart from Wednesday. |
| The only day he's booked is Wednesday. |
| He doesn't have time on Wednesday. |
| He doesn't have any availability on Wednesday. |

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| He isn't free on Wednesday. |
| (Mr Smith) is out of the office next week. |
| (Mr Smith) will be away until Monday. |
| (Mr Smith) will be in again next Monday. |
| (Mr Smith) will be back next Monday. |
| The meeting location will be (the HR office). |
| The meeting venue will be (the HR office). |
| The meeting will take place in (the HR office). |
| To answer positively with a day and time |
| Tuesday at 10:00 will be fine. |
| Tuesday at 10:00 sounds good. |
| OK, Tuesday morning at 10:00. |
| To answer negatively with a day and time |
| Tuesday at 10:00 is not good for me. |
| Tuesday at 10:00 is not possible. |
| Tuesday at 10:00 is not convenient. |
| Advanced |
| Would Tuesday at 10:00 suit you? |
| Could we meet at 12 for lunch? |
| Do you want to meet at 12 for lunch? |
| What time is good for you? |
| Which day is good for you? |
| Which day is best for you? |
| Advanced answers |
| Sounds good, see you on the 17 th at 10:00. |
| Tuesday suits me. |
| Tuesday would be perfect. |
| Sure, Tuesday works great for me. |

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| Changing an appointment |
| I'm not available on Tuesday, how about Wednesday? |
| I'm afraid I can't on the 17 th . What about the 18 th ? |
| I'm sorry, I can't make it on Tuesday. Could we meet on Wednesday instead? |
| I can't make it on the 17 th . Are you free on the 18 th ? |
| I don't think I can on the 17 th . Can we meet up on the 18 th ? |
| I'm not free on Tuesday but I am free on Wednesday. Does that work for you? |
| I'm unavailable that day. What about the following day? |
| I'm unavailable that day. What about the next day? |
| Would it be possible to arrange another time later in the week? |
| Can we fix another time? |

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| Can we change the meeting from the 17 th to the 23 rd ? |
| Can we put the meeting back to the 23 rd ? |
| Can we postpone the meeting to the 23 rd ? |
| Can we change the meeting from the 23 rd to the 17 th ? |
| Can we bring the meeting forward (from the 23 rd) to the 17 th ? |

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| labelling an appointment |
| I'm sorry, I have to cancel our appointment. |
| I'm sorry, I need to cancel our appointment. |
| I want to cancel our appointment. |
| I would like to cancel our appointment. |
| I'm afraid that I'm not going to be able to meet you after all. |
| I'm afraid I have to cancel our meeting on Tuesday. |
| I will be unable to keep our appointment on Tuesday. |
| I won't be able to keep our appointment on Tuesday. |
| Something has come up. |
| Something unexpected has come up. |
| Something urgent has come up. |