

Student A

# Making an Appointment

**1 Warm Up** Work with a partner.

- What is your next appointment?

**2 Conversation** Read and fill in the spaces.

Scene: Pam and Bob work in different departments of ABC Incorporated. Bob is calling Pam.



|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• are you free</li> <li>• fine</li> <li>• speaking</li> <li>• I'll see you</li> <li>• I'm calling about</li> <li>• visiting</li> </ul> | <p><b>Pam:</b> Hello - Pam Robertson .....</p> <p><b>Bob:</b> Oh hello, Pam, it's Bob here.</p> <p><b>Pam:</b> Hello Bob. How can I help you?</p> <p><b>Bob:</b> ..... the new advertising budget meeting ..... on Tuesday afternoon?</p> <p><b>Pam:</b> Let me see. Sorry I'm ..... the new factory all day on Tuesday. How about Wednesday at two p.m.?</p> <p><b>Bob:</b> Yes - I'm meeting a customer in the morning, but the afternoon is .....</p> <p><b>Pam:</b> Good. So ..... on Wednesday. Then. Good bye.</p> <p><b>Bob:</b> Good bye.</p> |
|---|---|

**3 Pair Work** Read Peter's diary and the instructions on the right.

|  |   |    |    |    |    |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|--|---|----|----|----|----|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| <p><b>4 Mon</b><br/>11 am _____<br/>3 pm Call John</p> <p><b>5 Tue</b><br/>12:30 pm Lunch with _____<br/>1 pm Tour new plant</p> <p><b>6 Wed</b><br/>10 am _____<br/>7 pm Tennis with Linda</p> <p><b>7 Thu</b><br/>8 am Fly to Berlin</p> | <p><b>8 Fri</b><br/>Meeting at Berlin Office<br/>9 pm _____</p> <p><b>9 Sat</b><br/>11:30 am Golf with Tom and Mary</p> <p><b>10 Sun</b></p> <table border="1" style="margin-left: auto; margin-right: auto; font-size: small;"> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table> | 4  | 5  | 6  | 7  | 8 | 9 | 11 | 12 | 13 | 14 | 15 | 16 | 18 | 19 | 20 | 21 | 22 | 23 | 25 | 26 | 27 | 28 | 29 | 30 |
| 4  | 5   | 6  | 7  | 8  | 9  |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 11   | 12  | 13 | 14 | 15 | 16 |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 18   | 19  | 20 | 21 | 22 | 23 |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 25   | 26  | 27 | 28 | 29 | 30 |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |



Peter's Diary

- Your partner has the missing information.
- Use the Present Continuous to ask questions. Fill in the blanks.
- Your partner will also ask questions. Answer them using the Present Continuous.