



Making an Appointment

Key structures

Making a professional appointment:

I would like to make an appointment with Mr. Johnson.
It's about...
When are you available?
Can you make it Monday at lunch time?

To make a personal appointment:

Can I see you tonight?
Can we meet tonight?
Is Wednesday night alright?
Would Friday be ok?
Shall we say 230

And now a dialogue

Harry Speaking

Harry: Doctor office, harry speaking. How can I help you?

Patient: I need to make an appointment with Dr. Bailey. It is urgent.

Harry: I am afraid Dr. Bailey is booked today. Can I put you in for 9 am tomorrow morning? How does that sound?

Patient: Not good at all. I already have an appointment, are you sure Dr. Bailey can't squeeze me in this afternoon?

We Should Get Together Soon

Harry: Hi Lesly. What a nice surprise. It's great to hear from you. We should get together soon.

Lesly: Sure, what about next week? What day suits you? Friday would be fine for me, actually any day of the week would be ok.

Harry: Well, you know I'm sort of busy at the moment.

Lesly: Yes, I understand. Anyway, I'm busy too. I'm often away on business trips. I know work in cosmetic surgery.

Harry: Oh really. Actually, would you be free tomorrow night. I could meet you at 6 or anytime that's convenient for you.



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