



Conversation Making an Appointment

A: Hello, Mr. Zain? This is Henry Chu over at Hitachi.

B: Hello Henry, what can I do for you?

A: I was wondering if we could get together on Tuesday to talk about the specs on the relays you ordered.

B: Tuesday sounds fine to me, what time is good for you?

A: How about 2 p.m.?

B: I'm sorry, I've got to meet with Mr. al Ghazi then, but any other time is fine.

A: Can we try 3 p.m. then?

B: That's perfect, see you then.

A: Thank you Mr. Zain, I'll see you Tuesday then, at 3 p.m.**

I'd like to make an appointment with Dr. Dy.

I'd like to schedule a meeting with Ms. Tabitha.

Could I schedule a time to meet with Mr. West?

What time is best for you?

When would be a good time for you?

Would 9:00 on Thursday be okay?

He'll be in on Tuesday.

His schedule is open all day Monday.

She's free any day but Wednesday.

Dr. Ito will be away until Friday.

Will Mr. Hammerstein be in tomorrow?

Is he available next Wednesday?

Does he have any openings on Tuesday?

Does she have any time on Thursday?

Sorry, her calendar is full on Monday.

She will be out on Wednesday.