

8



Appointments

VOCABULARY

advertising
can't make it
catalog
client
come up
contract
expenses
same
topic

8.1 Two meetings

I want to talk about the new product.

8.2 Months

January, February, March ...

8.3 Ordinal numbers

First, second, third ...

Thirteenth, twenty-first ...

8.4 Dates

May the tenth

8.5 Clock times

What time is it now?

One twenty-five.

8.6 Scheduling a meeting

Can we meet on the 21st?

Yes, that's fine.

Sorry, I'm busy then. How about 2:00 p.m.?

Is your office OK?

8.7 Getting together

Speaking practice

8.8 On the phone

Something's come up.

8.9 Culture corner

Special days

MODULE 8.1

Two meetings

LISTENING

- 1 65 John Cheever calls two clients. Listen to the conversations and check (✓) the correct box for each conversation.

		Conversation 1	Conversation 2
The meeting is about ...	the new product.	<input type="checkbox"/>	<input type="checkbox"/>
	the new contract.	<input type="checkbox"/>	<input type="checkbox"/>
The meeting is on ...	August 12th.	<input type="checkbox"/>	<input type="checkbox"/>
	August 20th.	<input type="checkbox"/>	<input type="checkbox"/>
The meeting is at ...	10:30 a.m.	<input type="checkbox"/>	<input type="checkbox"/>
	2:00 p.m.	<input type="checkbox"/>	<input type="checkbox"/>
The meeting is at ...	John's office.	<input type="checkbox"/>	<input type="checkbox"/>
	his client's office.	<input type="checkbox"/>	<input type="checkbox"/>

SPEAKING

- 2 Work with a partner. Take turns asking and answering.

What's the meeting about?

What date is it?

What time is it?

Where is it?

MODULE 8.2**Months****READING**

- 1 Complete the calendar. Use the months in the box.

December	August	March	June	October
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1 January	2 February	3	4 April
5 May	6	7 July	8
9 September	10	11 November	12

LISTENING

- 2 **66** Listen and check. Then listen and repeat the months.

MODULE 8.3**Ordinal numbers****SPEAKING**

- 1 **67** Listen and repeat.

1st first	2nd second	3rd third	4th fourth
5th fifth	6th sixth	7th seventh	8th eighth
9th ninth	10th tenth	11th eleventh	12th twelfth

- 2 **68** Listen and repeat.

13th thirteenth	14th fourteenth	15th fifteenth	16th sixteenth
17th seventeenth	18th eighteenth	19th nineteenth	20th twentieth
21st twenty-first	22nd twenty-second		

- 3 **69** Try saying these numbers. Then listen and check.

23rd 24th 25th 26th 27th 28th 29th 30th 31st

- 4 Work with a partner. Take turns asking and answering like this:

A Which number comes *before* tenth? *after*

B Ninth.

A How do you spell it?

B N-I-N-T-H.

A Right.

That's not quite right. Try again.

MODULE 8.4**Dates****SPEAKING**

- 1 Work with a partner. Can you say these dates?

May 10th July 21st September 1st November 16th

- 2 **70** Listen and check.

- 3 Work with a partner. Take turns asking and answering these questions.

What's the date today? It's ...

When's your birthday? It's ...

When is New Year's Day?

What's an important date for you? Why?

MODULE 8.5

Clock times

SPEAKING

- 1 71 Do you remember how to say these times? Listen and check.



- 2 72 Now say these times. Then listen and check.



LISTENING

- 3 73 Listen and complete the three conversations with the times.

1 A What time's the meeting?

B _____

A What time is it now?

B _____

Oh, let's go!

A Right.

2 A When's the meeting?

B _____

A What time is it now?

B _____

A OK. See you there.

3 A What time's the meeting?

B _____

A What time is it now?

B _____!

A Oh no, we're late!



SPEAKING

- 4 73 Listen again and check. Then practice with a partner.
- 5 Practice again using your own ideas.

LISTENING

- 1 74 Listen to the conversation. There are two versions.

A Hi, John. It's Mary.
B Hi, Mary. What can I do for you?
A I want to talk about the new catalog.
 Can we meet on the 21st?
B Let's see, Thursday the 21st. What time?
A How about 10:00 a.m.?

B Yes, that's fine.
A Is your office OK?

B Sorry, I'm busy then.
 How about 2:00 p.m.?
A Yes, 2:00 p.m. is fine.
 Is your office OK?

B Sure. See you then.
A Great. Bye.
B Bye.

SPEAKING

- 2 Practice both versions with a partner.
 3 Practice again. Take turns being Speaker A. Use the information below and your own names. Write the dates and times on the calendar.

Topic	Date (day)	Time	Notes for Speaker B
the new products	18th (Monday)	10:30 a.m.	time OK
advertising	6th (Wednesday)	2:00 p.m.	time not OK – suggest different date / time
sales	12th (Tuesday)	4:00 p.m.	time not OK – suggest different date / time
expenses	29th (Friday)	9:15 a.m.	time OK

September						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 4 Practice with one or two new partners. Use your own ideas.

MODULE 8.7

Getting together

SPEAKING

- 1 Work in groups of 3–4. You are at a department meeting now. You have a few minutes at the end to schedule the next meeting. Decide the topic of the meeting, the day and date, the time, and the location.

Choose a department manager. The department manager starts the discussion, takes notes, and writes the information below.

Topic	
Day / Date	
Time	
Location	

Topic ideas

saving energy vacations	using less paper overtime	computer security English classes	the cafeteria your own idea
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Manager

Team

OK, let's talk about our next meeting.
First, the topic. Any suggestions?

How about (saving energy)?

Yes, that's fine / OK.

Or how about (overtime)?

Let's go with (saving energy).
Next, the day and date. Any ideas?

How about (Thursday the 25th)?

Yes, that's fine / OK with me.

Sorry I'm busy then. How about (Friday the 26th)?

OK, (Friday).
And the time?

How about (10:00 a.m.)?

Yes, that's fine / OK with me.

Or how about (9:00 a.m.)?

OK, (10:00).
And the location?

Is (the big meeting room) OK?

Yes, that's fine / OK.

Or how about (room 303)?

OK, (room 303).
Right. Let's check that. Our next meeting is about (saving energy). It's on (Friday the 26th) at (10:00 a.m.) in (room 303). OK?

Fine.


OK.

- 2 Do the activity again with a different department manager.

MODULE 8.8

On the phone - Something's come up

LISTENING

- 1  75 Eileen Mays calls her co-worker, Ed Gardner. Listen and complete the conversation.

A Hi, Ed. It's Eileen.

B Hi, Eileen. What can I do for you?

A It's about our meeting tomorrow. I'm afraid I can't _____¹ it. Something's come up.

B That's _____² bad.

A Can we meet next week, same day, same time?

B Just a moment, I'll _____³ ... Yes, that's OK.

A Terrific. I'm _____⁴ sorry about that.

B No problem. Bye.

SPEAKING

- 2 Practice the conversation with a partner.
- 3 Practice again. Change the words in blue. Use the words below and/or your own ideas.

this afternoon

make it

Hang on

Don't worry about it

MODULE 8.9

Culture corner - Special days

READING

- 1 Work with a partner. Match these American special days with the correct dates.

Christmas Day
Father's Day
Halloween
Independence Day
Mother's Day
Valentine's Day
Thanksgiving

February 14th
the second Sunday in May
the third Sunday in June
July 4th
October 31st
the fourth Thursday in
November
December 25th



SPEAKING

- 2 Ask your teacher:
What do people do on (Independence Day)? Do people work on (Independence Day)?
- 3 Work in groups of three or four. Make a list of special days and dates in your country. Write them on the board. What do people do on those days?