

# 3



## Schedules and appointments

### VOCABULARY

appointment  
 arrange  
 attend  
 colleague  
 contract  
 demo  
 launch party  
 publicity manager  
 sales conference  
 schedule  
 stock  
 tour

#### 3.1 Talking about schedules

What's Don doing at 9:30?  
 She's giving a presentation.

#### 3.2 Days, dates, and times

next Monday  
 at 3:30  
 this weekend

#### 3.3 Making an appointment

Can we meet to talk about ... ?  
 How about tomorrow morning?  
 Would 2:30 be OK?  
 I'm busy in the morning.

#### 3.4 A busy schedule

Listening practice

#### 3.5 Rescheduling a meeting

Speaking practice

#### 3.6 Finding a free day

Speaking practice

#### 3.7 Culture file

A good time to meet

### MODULE 3.1

#### SPEAKING

#### LISTENING

### Talking about schedules

Look at the photo. Describe the situation.

Don Stone is a publicity manager for a large insurance company. He calls a colleague, Ken Ito, to arrange a meeting.

- 1 **12** Listen to the conversation. What time do they agree to meet?
- 2 **12** Listen again. Check (✓) the correct box and write the time of each appointment.

|   | Don Stone                           | Ken Ito                  | Schedule              | Time  |
|---|-------------------------------------|--------------------------|-----------------------|-------|
| a | <input checked="" type="checkbox"/> | <input type="checkbox"/> | give a presentation   | 9:30  |
| b | <input type="checkbox"/>            | <input type="checkbox"/> | meet with the printer | _____ |
| c | <input type="checkbox"/>            | <input type="checkbox"/> | have a working lunch  | _____ |
| d | <input type="checkbox"/>            | <input type="checkbox"/> | visit a client        | _____ |
| e | <input type="checkbox"/>            | <input type="checkbox"/> | leave for San Diego   | _____ |

#### SPEAKING

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

- A** What's Don doing at 9:30?  
**B** He's giving a presentation.

## MODULE 3.2

## Days, dates, and times

### WRITING

Today is Monday, March 7. Write the phrases in the correct box in the diary, e.g. *today* for *Monday March 7*.

tomorrow      a week from next Monday      next Monday  
 this weekend      next weekend      this Thursday  
 today      the day after tomorrow

| Calendar                                                                                                                                                                                                                                                                                                               | Diary     |                                              |    |    | March |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------|----|----|-------|
| <p>← March →</p> <p>M T W T F S S</p> <p>1 2 3 4 5 6</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29 30 31</p> <p>← April →</p> <p>M T W T F S S</p> <p>1 2 3</p> <p>4 5 6 7 8 9 10</p> <p>11 12 13 14 15 16 17</p> <p>18 19 20 21 22 23 24</p> <p>25 26 27 28 29 30</p> | Monday    | <b>TODAY</b><br>15:30 Attend a sales meeting | 7  | 14 | 21    |
|                                                                                                                                                                                                                                                                                                                        | Tuesday   |                                              | 8  | 15 | 22    |
|                                                                                                                                                                                                                                                                                                                        | Wednesday |                                              | 9  | 16 | 23    |
|                                                                                                                                                                                                                                                                                                                        | Thursday  |                                              | 10 | 17 | 24    |
|                                                                                                                                                                                                                                                                                                                        | Friday    |                                              | 11 | 18 | 25    |
|                                                                                                                                                                                                                                                                                                                        | Saturday  |                                              | 12 | 19 | 26    |
|                                                                                                                                                                                                                                                                                                                        | Sunday    |                                              | 13 | 20 | 27    |

### SPEAKING

**Student A** Turn to page 86.

**Student B** Turn to page 89.

Complete Don's schedule by taking turns asking and answering questions. Use the phrases above. Start like this:

**A** *What's Don doing today?*

**B** *He's attending a sales meeting at 3:30. What's he doing tomorrow?*

**LISTENING**

It is Monday. Paul calls a colleague to arrange a meeting. They have difficulty finding a convenient time.



13 Listen to the conversation.

- Paul** Can we meet this week to talk about next year's catalogue?  
**Sue** Fine. When's good for you?  
**Paul** How about tomorrow morning?  
**Sue** I'm busy in the morning, I'm afraid. How about the afternoon?  
**Paul** I'm giving a presentation at 2:00. What about the day after tomorrow?  
**Sue** I'm out of the office till 2:00. Would 2:30 be OK?  
**Paul** 2:30 is fine.

**SPEAKING**

- 1 Practice the conversation with a partner.
- 2 Practice the conversation again using your own name. Use these ideas:

| Meeting topic          | Day / Time           | Reason                                   |
|------------------------|----------------------|------------------------------------------|
| discuss printing costs | Wednesday afternoon  | have a day off,<br>go on a business trip |
| talk about design      | next Monday at 10:30 | be busy,<br>attend a seminar             |

**LISTENING**

Julia Sinclair, a music executive, is discussing the schedule for the band V1. Today is Monday August 10.

- 1 14 Listen and fill in the notes 1–5.

| Notes                                 | Dates                            | Times              |
|---------------------------------------|----------------------------------|--------------------|
| Meet V1's manager to discuss contract | Wednesday August 12              | _____ <sup>6</sup> |
| Band signs _____ <sup>1</sup>         | Monday August 17                 | 5:00p.m            |
| Dinner at Luigi's restaurant          | Monday August 17                 | _____ <sup>7</sup> |
| Recording session starts              | _____ <sup>8</sup> August 18     | 9:00a.m.           |
| Meeting to discuss _____ <sup>2</sup> | _____ <sup>9</sup> August 21     |                    |
| Final design ready                    | mid-September                    |                    |
| Send CDs to _____ <sup>3</sup>        | beginning of October             |                    |
| Launch _____ <sup>4</sup>             | November 10                      |                    |
| Send stock to Japan                   | beginning of _____ <sup>10</sup> |                    |
| _____ <sup>5</sup> starts             | end of January                   |                    |

- 2 14 Now listen again and complete the dates and times 6–10.



**SPEAKING**

- 1 Work with a partner. One of you is Julia Sinclair and the other is V1's manager, Ricky Wu. Julia wants to reschedule the meeting on Wednesday 12. Follow the instructions below.

**Ricky Wu**

**Julia Sinclair**

Answer the phone.

Greet your partner and say your name.

Greet your partner.

Explain the situation. Give a reason for changing the schedule.

Say you understand.

Suggest a new day and time.

Say the time is not convenient. Give a reason. Suggest another day or time.

Agree. Confirm.

Say you look forward to meeting. Say goodbye.

Say thank you and goodbye.

- 2 Change roles and practice again.



## MODULE 3.6

### Finding a free day

#### SPEAKING

Work with a partner. Today is Thursday July 14. Lee Curtis wants to have a day at home with his family. When does he have a free day?

**Student A** Look at the information below.

**Student B** Look at page 89.

**Student A**

Here are eight of Lee's appointments. Student B has the other eight. To find Lee's free day, take turns telling each other about Lee's schedule. Write each appointment in the correct place in his diary.

| Lee's appointments                                       |
|----------------------------------------------------------|
| Attend a trade fair, tomorrow                            |
| Have computer training, the day after his check-up       |
| Go on a factory tour, the day after tomorrow             |
| Attend a meeting, the day before the baseball game       |
| Give a presentation, next Wednesday                      |
| Have lunch with a client, the day after his visit to TDK |
| Go sailing, the day after computer training              |
| Play golf, a week from next Sunday                       |

Start like this:

**A** He's visiting a trade fair tomorrow. That's Friday the fifteenth.

**B** Right. And he's having a check-up next Friday. That's the twenty-second.

**A** OK. And he's going ...

| Calendar  | Diary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | July      |    |               |    |    |         |    |  |    |    |           |    |  |    |    |          |              |    |    |    |        |            |    |    |    |          |  |    |    |               |        |  |    |    |    |                                                                                                                                                                                                                                                                      |    |   |    |  |    |  |    |  |    |  |    |  |    |   |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----|---------------|----|----|---------|----|--|----|----|-----------|----|--|----|----|----------|--------------|----|----|----|--------|------------|----|----|----|----------|--|----|----|---------------|--------|--|----|----|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---|----|--|----|--|----|--|----|--|----|--|----|---|
|           | <table border="1"> <tr> <td>Monday</td> <td>11</td> <td>Visit TDK</td> <td>18</td> <td>25</td> </tr> <tr> <td>Tuesday</td> <td>12</td> <td></td> <td>19</td> <td>26</td> </tr> <tr> <td>Wednesday</td> <td>13</td> <td></td> <td>20</td> <td>27</td> </tr> <tr> <td>Thursday</td> <td><b>TODAY</b></td> <td>14</td> <td>21</td> <td>28</td> </tr> <tr> <td>Friday</td> <td>Trade fair</td> <td>15</td> <td>22</td> <td>29</td> </tr> <tr> <td>Saturday</td> <td></td> <td>16</td> <td>23</td> <td>Baseball game</td> </tr> <tr> <td>Sunday</td> <td></td> <td>17</td> <td>24</td> <td>31</td> </tr> </table> | Monday    | 11 | Visit TDK     | 18 | 25 | Tuesday | 12 |  | 19 | 26 | Wednesday | 13 |  | 20 | 27 | Thursday | <b>TODAY</b> | 14 | 21 | 28 | Friday | Trade fair | 15 | 22 | 29 | Saturday |  | 16 | 23 | Baseball game | Sunday |  | 17 | 24 | 31 | <table border="1"> <tr> <td>25</td> <td>▲</td> </tr> <tr> <td>26</td> <td></td> </tr> <tr> <td>27</td> <td></td> </tr> <tr> <td>28</td> <td></td> </tr> <tr> <td>29</td> <td></td> </tr> <tr> <td>30</td> <td></td> </tr> <tr> <td>31</td> <td>▼</td> </tr> </table> | 25 | ▲ | 26 |  | 27 |  | 28 |  | 29 |  | 30 |  | 31 | ▼ |
| Monday    | 11                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Visit TDK | 18 | 25            |    |    |         |    |  |    |    |           |    |  |    |    |          |              |    |    |    |        |            |    |    |    |          |  |    |    |               |        |  |    |    |    |                                                                                                                                                                                                                                                                      |    |   |    |  |    |  |    |  |    |  |    |  |    |   |
| Tuesday   | 12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | 19 | 26            |    |    |         |    |  |    |    |           |    |  |    |    |          |              |    |    |    |        |            |    |    |    |          |  |    |    |               |        |  |    |    |    |                                                                                                                                                                                                                                                                      |    |   |    |  |    |  |    |  |    |  |    |  |    |   |
| Wednesday | 13                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | 20 | 27            |    |    |         |    |  |    |    |           |    |  |    |    |          |              |    |    |    |        |            |    |    |    |          |  |    |    |               |        |  |    |    |    |                                                                                                                                                                                                                                                                      |    |   |    |  |    |  |    |  |    |  |    |  |    |   |
| Thursday  | <b>TODAY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 14        | 21 | 28            |    |    |         |    |  |    |    |           |    |  |    |    |          |              |    |    |    |        |            |    |    |    |          |  |    |    |               |        |  |    |    |    |                                                                                                                                                                                                                                                                      |    |   |    |  |    |  |    |  |    |  |    |  |    |   |
| Friday    | Trade fair                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 15        | 22 | 29            |    |    |         |    |  |    |    |           |    |  |    |    |          |              |    |    |    |        |            |    |    |    |          |  |    |    |               |        |  |    |    |    |                                                                                                                                                                                                                                                                      |    |   |    |  |    |  |    |  |    |  |    |  |    |   |
| Saturday  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 16        | 23 | Baseball game |    |    |         |    |  |    |    |           |    |  |    |    |          |              |    |    |    |        |            |    |    |    |          |  |    |    |               |        |  |    |    |    |                                                                                                                                                                                                                                                                      |    |   |    |  |    |  |    |  |    |  |    |  |    |   |
| Sunday    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 17        | 24 | 31            |    |    |         |    |  |    |    |           |    |  |    |    |          |              |    |    |    |        |            |    |    |    |          |  |    |    |               |        |  |    |    |    |                                                                                                                                                                                                                                                                      |    |   |    |  |    |  |    |  |    |  |    |  |    |   |
| 25        | ▲                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |    |               |    |    |         |    |  |    |    |           |    |  |    |    |          |              |    |    |    |        |            |    |    |    |          |  |    |    |               |        |  |    |    |    |                                                                                                                                                                                                                                                                      |    |   |    |  |    |  |    |  |    |  |    |  |    |   |
| 26        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |    |               |    |    |         |    |  |    |    |           |    |  |    |    |          |              |    |    |    |        |            |    |    |    |          |  |    |    |               |        |  |    |    |    |                                                                                                                                                                                                                                                                      |    |   |    |  |    |  |    |  |    |  |    |  |    |   |
| 27        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |    |               |    |    |         |    |  |    |    |           |    |  |    |    |          |              |    |    |    |        |            |    |    |    |          |  |    |    |               |        |  |    |    |    |                                                                                                                                                                                                                                                                      |    |   |    |  |    |  |    |  |    |  |    |  |    |   |
| 28        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |    |               |    |    |         |    |  |    |    |           |    |  |    |    |          |              |    |    |    |        |            |    |    |    |          |  |    |    |               |        |  |    |    |    |                                                                                                                                                                                                                                                                      |    |   |    |  |    |  |    |  |    |  |    |  |    |   |
| 29        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |    |               |    |    |         |    |  |    |    |           |    |  |    |    |          |              |    |    |    |        |            |    |    |    |          |  |    |    |               |        |  |    |    |    |                                                                                                                                                                                                                                                                      |    |   |    |  |    |  |    |  |    |  |    |  |    |   |
| 30        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |    |               |    |    |         |    |  |    |    |           |    |  |    |    |          |              |    |    |    |        |            |    |    |    |          |  |    |    |               |        |  |    |    |    |                                                                                                                                                                                                                                                                      |    |   |    |  |    |  |    |  |    |  |    |  |    |   |
| 31        | ▼                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |    |               |    |    |         |    |  |    |    |           |    |  |    |    |          |              |    |    |    |        |            |    |    |    |          |  |    |    |               |        |  |    |    |    |                                                                                                                                                                                                                                                                      |    |   |    |  |    |  |    |  |    |  |    |  |    |   |

**READING**

When is a good time to arrange a business meeting in countries around the world? Read the information below.



**A good time to meet**

**Argentina**

Argentinian executives sometimes work very long hours, often finishing work at 10:00 p.m. A business meeting at 8:00 p.m. is not unusual.

**Egypt**

A typical business schedule is 8:00 a.m. to 2:00 p.m. in summer; 9:00 a.m. to 1:00 p.m. and 5:00 to 7:00 p.m. in winter.

**France**

Most people take four or five weeks' summer vacation in July and August, and many businesses close during August.

**Germany**

Some offices close by 2:00 or 3:00 p.m. on Fridays, so don't schedule appointments on Friday afternoons.

**Saudi Arabia**

Friday is the Muslim holy day, and businesses are closed. Many businesses are closed on Thursday, too.

**South Korea**

Meetings with clients are sometimes held in a local coffee shop. Business dinners are common, but business breakfasts are rare.

**Switzerland**

The work week is generally Monday through Friday from 7:30 a.m. to 5:30 p.m., with a one- or two-hour lunch break.

**Taiwan**

Many business people take a nap after lunch between 1:00 and 1:30 p.m. The popular vacation period is January through March.

**SPEAKING**

Work with a partner. Take turns asking and answering questions beginning *In which country ...?* Only the student asking the question should look at the book. Give short answers, e.g.

- A** *In which country do some offices close by 2:00 or 3:00 on Fridays?*
- B** *Germany.*

**WRITING**

Write one or two sentences about good and bad times to meet in your country or other countries you know. Then compare your information with other students.