

Telephoning: appointments

Michelle: Mr Hibberd's office!

Peter: Hello, can I speak to Brian Hibberd, please?

Michelle: I'm afraid he's in a meeting until lunchtime. Can I take a message?

Peter: Well, I'd like to arrange an appointment to see him, please. It's Peter Jefferson here.

Michelle: Could you hold on for a minute, Mr Jefferson? I'll just look in the diary. So when's convenient for you?

Peter: Sometime next week if possible. I gather he's away the following week.

Michelle: Yes, that's right, he's on holiday for a fortnight.

Peter: Well, I need to see him before he goes away. So would next Wednesday be okay?

Michelle: Wednesday ...let me see ... he's out of the office all morning. But he's free in the afternoon, after about three.

Peter: Three o'clock is difficult. But I could make it after four.

Michelle: So shall we say 4.15 next Wednesday, in Mr Hibberd's office?

Peter: Yes, that sounds fine. Thanks very much.

Michelle: Okay, then. Bye.



Ex.1 Complete these telephoning phrases with the words from the box:

afraid / arrange / convenient / free / look / make / next / say / speak

1. Could you _____ it after four?
2. He's _____ in the afternoon after about three
3. I'll just _____ in the diary.
4. I'm _____ he's in a meeting.
5. So shall we _____ 4.15 next Wednesday?
6. When's _____ for you?
7. Who would you like to _____ to?
8. Would _____ Wednesday be OK?
9. Would you like to _____ an appointment?

Ex.2 Cover the previous exercise and reconstruct the sentences from these words:

1. you / four / make / it / Could / after?
-

2. three. / He's / about / in / the / free / afternoon / after
-

3. just / I'll in diary. the look
-

4. a / he's / I'm / meeting / afraid / in.
-

5. we / Wednesday / So / say / 4.15 / shall / next?
-

6. convenient / for / When's / you?
-

7. would / you / Who / to / speak / like / to?
-

8. Wednesday / Would / be / next / OK?
-

9. appointment / Would / like / arrange / you / to / an?
-

I know English idioms:

One of the dialogue's sentences reads: "But I could make it after four.", where the underlined fragment can translate as "Dał(a)bym radę..." There are, however, more idiomatic expressions with this verb. Here's one of them:

- to make it a rule = *to act according to a principle (przyjąć za zasadę)*
- Our management has made it a rule and introduced pay cuts.

Phrasals, phrasals...

Another sentence from the text says: "Well, I need to see him before he goes away." The underlined part is a very common phrasal verb. Let's contrast it with another one:

- to go away = *to leave a place, especially to spend time somewhere else (wyjechać)*
- He goes away on business a lot.
- to go out = *to leave a room or building to entertain yourself (wyjść z domu)*
- Do you want to go out for a drink?

Grammar corner...

Let's study these fragments of the text: "Could you hold on for a minute, Mr Jefferson?", "But I could make it after four." Both sentences use the same modal verb: "could" but here used in two meanings: the first one – as a polite request, the second one – as an offer - probability.

GLOSSARY	
appointment	umówione spotkanie
office	biuro
to be afraid	obawiać się
meeting	spotkanie
lunchtime	pora obiadowa
to take a message	przyjąć wiadomość
to arrange an appointment	umówić spotkanie
to hold on	zaczekać
to look in	zajrzeć do
diary	terminarz
convenient	dogodny
possible	możliwe
to gather	tu: domyślać się
to be away	wyjechać
following	następny
fortnight	dwa tygodnie
to go away	wyjechać
out of the office	poza biurem
to make it	dać radę
to sound fine	brzmieć dobrze

ANSWER KEY

Ex.1 / 2

1. Could you make it after four?
2. He's free in the afternoon after about three
3. I'll just look in the diary.
4. I'm afraid he's in a meeting.
5. So shall we say 4.15 next Wednesday?
6. When's convenient for you?
7. Who would you like to speak to?
8. Would next Wednesday be OK?
9. Would you like to arrange an appointment?