



# MAKING APPOINTMENTS



Scan to review worksheet

Expemo code:  
1939-B6XC-X5XV

## 1 Warm up

Read the information from Laila.



Hi, I'm Laila. This week, I have a meeting at 3:30 in the afternoon on Wednesday. Do you have any meetings this week?

|           | Monday        | Tuesday | Wednesday | Thursday     | Friday |
|-----------|---------------|---------|-----------|--------------|--------|
| morning   | meeting 11:00 |         |           |              |        |
| afternoon |               |         |           | meeting 4:00 |        |

Work in pairs and tell Laila when you have meetings this week.

- Yes, I have a meeting at \_\_\_\_\_<sup>1</sup> in \_\_\_\_\_<sup>2</sup> on \_\_\_\_\_<sup>3</sup>.
- I also have a meeting at \_\_\_\_\_<sup>4</sup> in \_\_\_\_\_<sup>5</sup> on \_\_\_\_\_<sup>6</sup>.



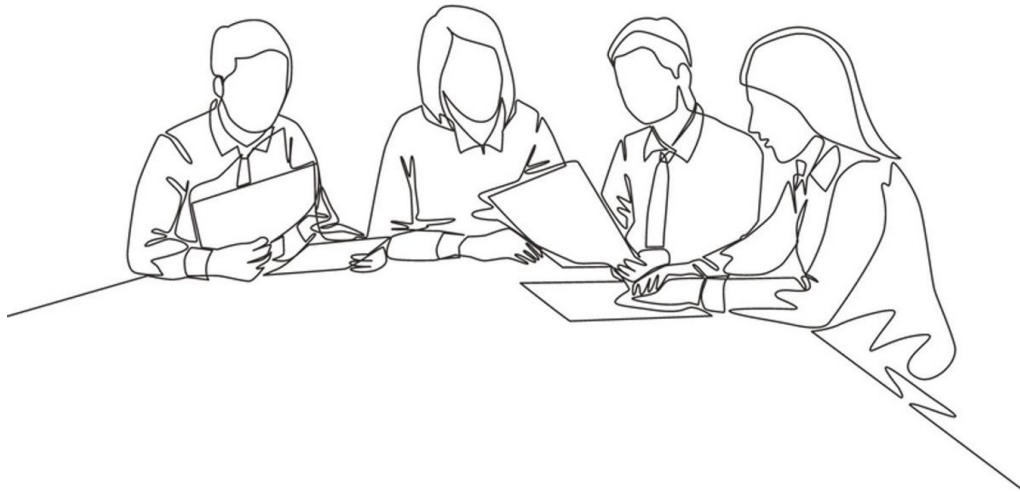
## 2

**Prepositions of time**

Look at this table. Use it to help you underline the correct answer in the phrases.

| We use ... | to talk about ... | example   |
|------------|-------------------|---|
| <b>in</b>  | periods of time   | <b>in</b> the afternoon, <b>in</b> June, <b>in</b> 2022 |
| <b>at</b>  | precise time      | <b>at</b> 2:30, <b>at</b> midnight                      |
| <b>on</b>  | days and dates    | <b>on</b> Tuesday, <b>on</b> May 1st                    |

1. **in/at/on** Saturday
2. **in/at/on** midday
3. **in/at/on** the evening
4. **in/at/on** 9 a.m.
5. **in/at/on** the winter
6. **in/at/on** New Year's Day
7. **in/at/on** 2025
8. **in/at/on** 5:30



## 3

**Listening**

Listen to Ann and Paulo and answer the questions:

1. When does Ann want to meet?
2. Can Paulo meet on Monday?
3. When do they finally agree to meet?



**4 Practice**

**Part A: Look at the conversation between Ann and Paulo. Write *in*, *at*, or *on* in the correct place.**

**Ann:** Hi Paulo, I'd like to meet with you to talk about the presentation \_\_\_\_\_<sup>1</sup> the 22nd of February if that is possible?

**Paulo:** No problem. When are you free?

**Ann:** I'm available \_\_\_\_\_<sup>2</sup> 2 p.m. \_\_\_\_\_<sup>3</sup> Monday.

**Paulo:** I'm sorry. I'm busy then. How about Tuesday \_\_\_\_\_<sup>4</sup> the morning?

**Ann:** No, my department meeting is scheduled for Tuesday mornings \_\_\_\_\_<sup>5</sup> February.

**Paulo:** Can we get together \_\_\_\_\_<sup>6</sup> midday \_\_\_\_\_<sup>7</sup> Wednesday?

**Ann:** Wednesday and Thursday are out, I'm afraid. I have meetings at the head office on those days. That leaves Friday?

**Paulo:** Hmm. I'm busy \_\_\_\_\_<sup>8</sup> the morning. But I'm free \_\_\_\_\_<sup>9</sup> the afternoon?

**Ann:** 2:30? My office?

**Paulo:** Perfect! I will see you \_\_\_\_\_<sup>10</sup> 2:30 \_\_\_\_\_<sup>11</sup> the afternoon \_\_\_\_\_<sup>12</sup> Friday!

**Part B: Work in pairs. Look at conversation in Part A and answer these questions.**

What is another way of saying, "Can we meet ..."?

1. \_\_\_\_\_

What is another way of saying, "I'm free"?

2. \_\_\_\_\_

What is another way of saying, "I'm sorry"?

3. \_\_\_\_\_

What is another way of saying, "I can't meet on Monday and Tuesday"?

4. \_\_\_\_\_

What is another way of saying, "Can we meet on the 4th of August"?

5. \_\_\_\_\_

What is another way of saying, "I have a meeting at 2 p.m."?

6. \_\_\_\_\_



## 5 Pronunciation

When we speak, words are divided into syllables.

When a word has two or more syllables, one of them is stressed. This means that one of them is said a little louder and a little slower.

For example:

Monday (two syllables): Mon- day

With the word *Monday*, the 1st syllable is stressed.

Look at the following words. Underline the syllable that is stressed.

1. morning: mor-ning
2. afternoon: af-ter-noon
3. evening: eve-ning
4. department: de-part-ment
5. midday: mid-day
6. midnight: mid-night
7. meeting: mee-ting
8. possible: pos-si-ble

## 6 Making appointments

Your teacher will give you a schedule. In pairs or groups of three, arrange a meeting for 1 hour. Don't let the other person/people see your schedule. Practice using the phrases that you have learned in this lesson to arrange your meeting. Don't forget your syllable stress!

Person A

| day       | morning                             | afternoon                              |
|-----------|-------------------------------------|--|
| Monday    | department meeting<br>10:00 - 11:30 | meeting 2:00 - 4:30                    |
| Tuesday   | head office all day                 | head office                            |
| Wednesday | head office all day                 | head office                            |
| Thursday  |                                     | leave 2 p.m. -<br>Doctor's appointment |
| Friday    | meeting 9:30 - 11:30                |  |

**Person B**

| <b>day</b> | <b>morning</b>      | <b>afternoon</b>                  |
|------------|---------------------|-----------------------------------|
| Monday     |                     | department meeting<br>1:00-3:30pm |
| Tuesday    |                     |                                   |
| Wednesday  | training all day    | training all day                  |
| Thursday   | training all day    | training all day                  |
| Friday     | meeting 10:30-12:30 | leave early - 3 p.m.<br>dentist   |

**Person C**

| <b>day</b> | <b>morning</b>                    | <b>afternoon</b>             |
|------------|-----------------------------------|------------------------------|
| Monday     | department meeting<br>10:30-12:30 |                              |
| Tuesday    | working from home<br>all day      | working from home<br>all day |
| Wednesday  |                                   |                              |
| Thursday   |                                   |                              |
| Friday     | meeting 11:00-1:00                |                              |

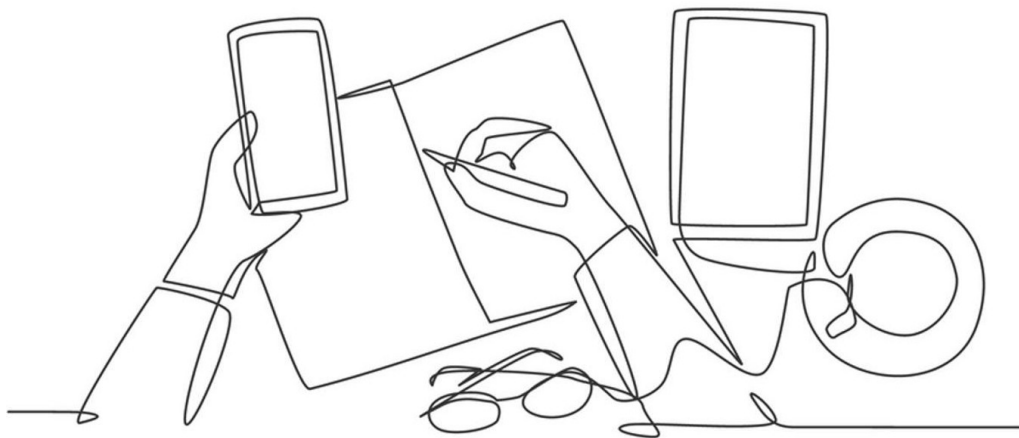


**7** Extra practice

Write the phrases from the box in the correct column in the table.

|             |                    |             |          |           |
|-------------|--------------------|-------------|----------|-----------|
| winter      | 6 a.m.             | the evening | Friday   | lunchtime |
| the weekend | the end of the day | the meeting | Saturday | 1 p.m.    |

|    |    |    |
|----|----|----|
| IN | AT | ON |
|----|----|----|





## 8

**Optional extension**

Fill in the missing prepositions.

1. What time do you usually get up \_\_\_\_\_ the weekends?
2. Do you always eat lunch \_\_\_\_\_ noon?
3. Is your birthday \_\_\_\_\_ June? If "no," when is your birthday?
4. Do you ever go to meetings \_\_\_\_\_ Saturdays?
5. Do you ever work late \_\_\_\_\_ night?
6. Do you ever go skiing \_\_\_\_\_ winter?
7. Do you ever get up \_\_\_\_\_ sunrise?
8. When was the last time you got up \_\_\_\_\_ 10 a.m.?

Now work in pairs and answer these questions.