

Structures

This is how we talk about personal arrangements in the future. Often, we say the time of the arrangement to show that we're talking about the future and not the present.

I'm meeting Sergio at **10 o'clock**.
He's driving to Seattle **next Friday**.
We're having a barbecue **tonight**.

This is how we talk about future timetables. Timetables are different from personal arrangements because they are fixed and affect lots of people.

The train **leaves** at **3:30**.
The store **opens** at **9 o'clock**.
The conference **starts** on **Monday morning**.

Reading 7.2



The screenshot shows an email client window. The email is from Amanda Benson to Natasha Fields, with the subject 'AW: Intercultural communication training course'. The email body starts with 'Hi Natasha,' and describes the arrangements for a training course, including flight bookings, dates (June 17 to Thursday), and a meeting on Wednesday. It ends with 'So, see you next week.' and 'Amanda'.

From: Amanda Benson
To: Natasha Fields
Subject: AW: Intercultural communication training course
Attachment: –

Hi Natasha,

I've made the arrangements for our intercultural training course, including flight bookings. We'll be with 36 other people, so it's quite a big group. I'm not sure whether that's a good or bad thing. Anyway, the course starts on Tuesday, June 17 and finishes the following Thursday. That means we can fly out on Monday and fly back on Friday, so there'll be no weekend traveling.

It means an early start on Monday, though. Our flight leaves at 8:30 a.m. and lands in Copenhagen at 11:40 a.m. local time. And then Tim, our trainer, is picking us up at the airport. He's meeting a couple of other trainees there, as well. Then we're having lunch together. That's assuming there are no flight delays. And the training company has made all the hotel arrangements. So everything's sorted out.

I'm coming to your office next Wednesday, for a meeting. So I'll call in for a quick chat then.

So, see you next week.

Amanda

7.2 Follow-up

Look at the email in Reading 7.2. Use the information in the message to complete the table below.

Intercultural training course: details and travel arrangements

- | | | | |
|---------------------------|----------------------|-----------------------------------|----------------------|
| 1 Number of participants: | <input type="text"/> | 4 Outbound flight departure date: | <input type="text"/> |
| 2 Course begins (date): | <input type="text"/> | 5 Outbound flight departure time: | <input type="text"/> |
| 3 Course ends (date): | <input type="text"/> | 6 Outbound flight arrival time: | <input type="text"/> |

Practice Exercise 1

Look at 1–6. Decide whether each one is an arrangement or a timetable. Then complete the sentence.

- 1 The bus / leave / at 11:30.
- 2 The show / start / at 8 o'clock.
- 3 I / meet / my Indian colleagues on Friday morning.
- 4 The music festival / begin / on June 20.
- 5 We / have / lunch together tomorrow.
- 6 Our visitors / arrive / in the morning.

Practice Exercise 2

Make questions to ask about the arrangements/ timetables below. The first one is done for you as an example:

- 1 The bus / leave / at 11:30.
- 2 The show / start / at 8 o'clock.
- 3 I / meet / my Indian colleagues on Friday morning.
- 4 The music festival / begin / on June 20.
- 5 We / have / lunch together tomorrow.
- 6 Our visitors / arrive / in the morning.

1: When does the bus leave?

2: _____

3: _____

4: _____

5: _____

6: _____

ANSWERS

Follow-up 7.2

1. June 17
2. June 19
3. June 16
4. 8:30 AM
5. 11:40 AM

Practice Exercise 1

1. (timetable) The bus leaves at 11:30.
2. (timetable) the show starts at 8 o'clock.
3. (arrangement) I am meeting my Indian colleagues on Friday morning.
4. (timetable) The music festival begins on 220.
5. (arrangement) We are having lunch together tomorrow.
6. (arrangement) Our visitors are arriving in the morning.

Practice Exercise 2

1. When does the bus leave?
2. When does the show start?
3. When are you meeting your Indian colleague?
4. When does the music festival begin?
5. When are we having lunch together?
6. When are your visitors arriving?