

# APSS – Online classes

## Activity 7

### Description

<b>Materials</b>	Workbook. Module 3. 3.2 Language functions Schedules and Appointments
<b>Learning objectives</b>	Using the correct kind of language for different communicative functions in English
<b>Method and objectives</b>	Answer Key / self- correcting + submission
<b>Assessment</b>	Self-assessment and teacher's assessment

### To - do

Schedules and Appointments, in Module 3 (your workbook, p.59, 60). You must do these tasks:

- To revise expressions for making appointments:
  - Do the exercises in 2.1 Making appointments: 1, 2 and 3 (p.59).
    - These exercises are self-correcting (I'll post the key).
- To revise verb tense for making appointments:
  - Do the exercise in 2.2 Arranging a meeting: 1 (p.59).
    - This exercise is self-correcting (I'll post the key).
- Submit the following task: Speaking Activity 2. Role Play (p.60).
  - Get to work with your partner (in pairs).
  - Fill in your diary for a complete week.
  - Decide on a reason to meet and some detail.
  - Prepare a telephone conversation to arrange a meeting and record it (no more than 2 minutes).

## Making appointments

[to-do item] Do the exercises in 2.1 Making appointments: 1, 2 and 3 (p.59).

### Exercise 1

Put these sentences in the correct order to make a short conversation.

- Yes, please. Would Tuesday the 26th be convenient?
  - It's quite alright. I'll look forward to seeing you on Thursday the 28th, then.
  - I'm calling about our appointment on the 25th. I'm afraid I can't make it.
  - Thank you. Goodbye.
  - Yes, I can manage the 28th. I'm sorry to be a nuisance.
  - It doesn't matter. Would you like to fix another time?
  - I'm afraid I'm tied up on the 26th. How about the 28th?
- 
1. I'm calling about our appointment on the 25th. I'm afraid I can't make it.
  2. It doesn't matter. Would you like to fix another time?
  3. Yes, please. Would Tuesday the 26th be convenient?
  4. I'm afraid I'm tied up on the 26th. How about the 28th?
  5. Yes, I can manage the 28th. I'm sorry to be a nuisance.
  6. It's quite alright. I'll look forward to seeing you on Thursday the 28th, then.
  7. Thank you. Goodbye.

### Exercise 2

Look at the conversation above and underline the expressions used for:

- changing plans.
- suggesting a time.
- refusing.
- accepting.

1. I'm calling about our appointment on the 25th. I'm afraid I can't make it.
2. It doesn't matter. Would you like to fix another time?
3. Yes, please. Would Tuesday the 26th be convenient?
4. I'm afraid I'm tied up on the 26th. How about the 28th?
5. Yes, I can manage the 28th. I'm sorry to be a nuisance.
6. It's quite alright. I'll look forward to seeing you on Thursday the 28th, then.
7. Thank you. Goodbye.

### Exercise 3

Supply alternative words for these phrases in bold type.

- |   |                 |
|---|-----------------|
| A. We need to <b>arrange</b> a time for the next meeting. | → fix           |
| B. <b>Are you free</b> next Wednesday?                    | → How about     |
| C. I'm afraid I'm <b>busy</b> .                           | → tied up.      |
| D. When would <b>suit you</b> ?                           | → be convenient |
| E. I can <b>make</b> Friday.                              | → meet          |
| F. I'm afraid I can't <b>come</b> to Tuesday's meeting.   | → make it       |

## Arranging a meeting

[to-do item] Do the exercise in 2.2 Arranging a meeting: 1 (p.59).

### Exercise 1

Fill the spaces in the conversation using the correct form of five of the verbs below.

have	interview	look	meet	say	visit	do	leave	eat	make
	w								

**Mary:** I need to see you about the design of the new catalog. Some time next week. Monday if possible.

**Bill:** OK. Let me have a look at my schedule. How about 11:00?

**Mary:** No, that's no good. I'm **making** a presentation to the board at 11:15. What about lunchtime?

**Bill:** I'm afraid I'm **having** lunch with a client.

**Mary:** Are you **doing** anything in the afternoon? I think we need to discuss this as soon as possible.

**Bill:** Well, I'm **leaving** for Boston at 5:00. Could we make it 4 o'clock?

**Mary:** That doesn't give us much time, Bill. How about after lunch?

**Bill:** I'm sorry, but I'm **visiting** the client's factory after lunch.

**Mary:** OK then, Monday afternoon at 4:00.

## Speaking activity

[to-do item] Submit the following task: Speaking Activity 2. Role Play (p.60).

- Get to work with your partner (in pairs).
- Fill in your diary for a complete week.
- Decide on a reason to meet and some detail.
- Prepare a telephone conversation to arrange a meeting and record it (no more than 2 minutes).

**Caller → isma**

- Fill in your diary for next week.
- You need to arrange a meeting with your partner. Phone him/her to fix a time.

**Receiver → jul**

- Fill in your diary for next week.
- You need to arrange a meeting with your partner. S/he phones to fix a time.























### Script:

[as we are university's colleges and friends, we are using a more neutral style]

Hi Júlia! This is Isma. I'm calling you because we have to fix a date this week to complete the APSS' online activities in pairs.
Of course! But this week I'm a little busy. Can we meet, for example.... on Friday?
I do not think I can make it on that day. I will be working.
Oh okay. I usually only have afternoons free. Could we meet during that time of day?
I work every afternoon but Tuesdays from 14:00 to 20:00. Is It convenient for you?
Yes it is. In fact, on Tuesday I am available from 2pm to 6pm. Do you agree to meet me at 15:00?
Yes, I can manage to do It at that time! Thank you very much, see you on Tuesday!
See you too. Have a nice day!


























# Isma's

## SCHEDULE

Time	Monday	Tuesday	Wednesday	Thursday	Friday
08.00 - 12.00	 university	 university	 university	 university	 university
12.00 - 14.00	 lunch	 lunch	 lunch	 lunch	 lunch
14.00 - 18.00	 work		 work	 work	 work
18.00 - 20.00	 work	 sport	 work	 work	 work
20.00 - 21.00	 shower	 shower	 shower	 shower	 shower
21.00 - late night	 dinner	 dinner	 dinner	 dinner	 dinner

# Juls'

## SCHEDULE

Time	Monday	Tuesday	Wednesday	Thursday	Friday
08.00 - 12.00	 work	 work	 work	 work	 work
12.00 - 14.00	 lunch	 lunch	 lunch	 lunch	 lunch
14.00 - 18.00	[PES] meeting			[ASW] token api	
18.00 - 20.00	 sport	 sport	 sport	 sport	 sport
20.00 - 21.00	 shower	 shower	 shower	 shower	 shower
21.00 - late night	 dinner	 dinner	 dinner	 dinner	 dinner