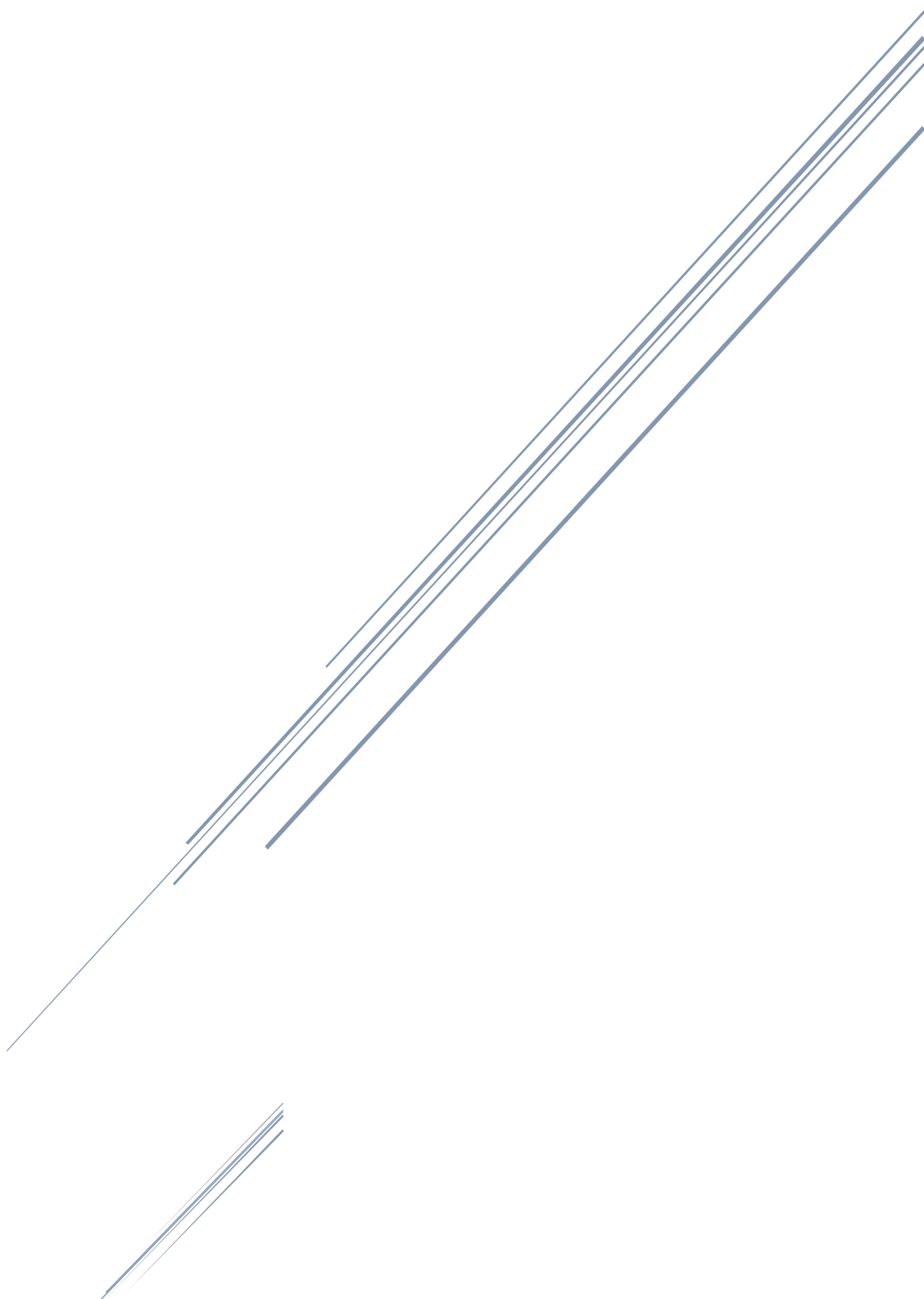


PLANNING

SESSION 6

TOPICS

- Deciding arrangements
- Describing arrangements
- Discussing plans and decisions



Input 6.1A**An interesting email**

Read the email below with your partner and mark the sentences below as True or False.

From: Aman Bhava

To: Natasha Rao

Subject: Leadership course

Hi Natasha,

How have you been? Yesterday, a friend told me about an interesting leadership course. Since you are interested in management, I know you'd like to take a course like that, and I certainly would. It is a three-day course in Mumbai, and my friend said it was excellent. I'd like to take the same course, if possible.

So, my question is, shall I ask if you can take it as well? Obviously, cost is an issue. I will ask Kapil in the training department about that. I will speak to him when I go to the office next Friday. I'm hoping he says yes, because I heard he wants to know more about this type of training. He won't know that until someone takes the course.

I will tell him this is a good opportunity to get some feedback. Anyway, let me know what you think. And I will contact you as soon as I get an answer from Kapil.

Best wishes,

Aman

Are these statements true or false?

- | | |
|--|------------|
| 1. Aman's friend enjoyed the intercultural training course. | True/False |
| 2. Aman would like to go to Copenhagen to do the course. | True/False |
| 3. Aman needs to ask Kapil if the company will pay for the course. | True/False |
| 4. Kapil thinks that this type of training is too expensive. | True/False |
| 5. Aman is going to ask Kapil to contact Natasha. | True/False |

Work with another pair and discuss these questions.

1. In the 2nd paragraph, 2nd sentence, what does "shall I" mean?
2. Later in the second paragraph, Aman writes, "So I will ask Kapil." In this situation, is "I'll..." an offer, the same as "shall I..."?
3. Can you think of short title, for the subject line of the email, to sum up what it's about?
4. Briefly discuss what 'Leadership training' means.
5. What does Aman ask Natasha?
6. What's Aman going to do to make her plan happen?
7. Why does Aman use 'I will,' and not 'I'll' in the email?

Input 6.1B**Offers, decisions and connected events**

Work with your partner and choose the right options.

Offering/Deciding to do things in the future

1. “My question is, **will I / shall I** ask if you can take it as well?”
2. “**I / I’ll** ask Kapil, in the training department, about that.”
3. “**I / I’ll** tell him this is a good opportunity to get some feedback.”

Talking about two connected events in the future

4. “**I / I’ll** speak to him when **I / I’ll** go to the office next Friday.”
5. “**I / I’ll** contact you as soon as **I / I’ll** get an answer from Kapil.”
6. “**He doesn’t know / He won’t know** that until someone from the company **takes / will take** a course.

Input 6.1C**Talking about arrangements**

Section 1: Look at the conversation between Aman and Natasha.

- Aman: Yes, so Kapil has agreed that we can both take the course.
- Natasha: That's great news. Well, I'd definitely like to go – one hundred percent.
- Aman: Excellent. Did I send you the web link to the course brochure, by the way?
- Natasha: I haven't received anything.
- Aman: OK. Well, (A) [REDACTED].
- Natasha: Excellent.
- Aman: (B) [REDACTED]. And (C) [REDACTED].
- Natasha: Great.
- Aman: Obviously, (D) [REDACTED].
- Natasha: Well, I am fairly flexible over the next three or four months. I'm taking a short break in July. So, (E) [REDACTED]?
- Aman: Well, July's not possible for me, anyway, so ... so no need.
- Natasha: OK. Well, other than that, there should be no problem...

Section 2: Choose the right option.

1. And I / I'll contact the training company in Mumbai.
2. I / I'll send you that as soon as I / I'll get back to my office.
3. And when I / I'll send out the dates that are available, I / I'll send you the details.
4. So shall / will I send you the dates for that?
5. I don't / won't book the course until you / you'll confirm that the dates are OK.
6. We won't / We'll avoid July.

Input 6.1D

Language summary

Offers

Shall I book the tickets?

Decisions for the future

I'll book the tickets.

To plan things well you have to **make arrangements**.

You can connect two events in the future like this:

Your plan in the future after another event in the future

I'll phone you **when** I arrive .

Your plan in the future immediately after another event in the future

I'll phone you **as soon as** I arrive.

Your plan in the future only after another event in the future

I won't phone you **until** I arrive.

Input 6.2A**What are these arrangements?**

Take turns to read these aloud to your partner. What arrangement is it? Write it in the space provided.

1. I can't see you tomorrow afternoon, I'm afraid. I'm meeting a colleague at two thirty.

And we're going to be busy until at least five o'clock.

2. I have to get up really early in the morning. The plane leaves at six fifteen. And I have to check in at least an hour before departure.

3. It's a two-day conference. It starts on Tuesday morning at nine. And it finishes on Wednesday afternoon, at about four o'clock, I think.

4. According to the order form, the delivery's arriving on Friday afternoon at five o'clock. So, if the truck gets delayed, I'm going to be stuck here waiting until Friday evening. Not good at all!

Input 6.2B**Language for arrangements****Table A**

A. I can't see you tomorrow afternoon, I'm afraid. I [] a colleague at two thirty. And we're going to be busy until at least five o'clock.
B. I have to get up really early in the morning. The plane [] at six fifteen. And I have to check in at least an hour before departure.
C. It's a two-day conference. [] on Tuesday morning at nine. And it finishes on Wednesday afternoon, at about four o'clock, I think
D. According to the order form, the delivery [] on Friday afternoon at five o'clock. So, if the truck gets delayed, I'm going to be stuck here waiting until Friday evening. Not good at all.

Table B

1. meet / am meeting
2. leaves / is leaving
3. It starts / It's starting
4. arrives / is arriving

Input 6.2C**Email confirming arrangements**

Write an email from Aman to Natasha confirming the arrangements for the Leadership training using the details given.

Leadership training course – details and travel arrangements

- Number of participants: 18
- Course begins: 10th August
- Course ends: 17th August
- Accommodation arranged by training company
- Chennai-Mumbai flight: 11 am, 9th August (offer to pick up Natasha from her house)
- Dinner with trainer, Vikas Arora, at Trident Hotel, 7 pm, 9th August
- Course timings: 09:00 am to 5:00 pm
- Mumbai-Chennai flight: 9:00 pm, 17th August

Input 6.2D

Language summary

This is how we talk about personal arrangements in the future.

It's a good idea to say the time of the arrangement. This avoids confusion and shows that we are talking about a future arrangement, and it is not something happening at the moment.

I'm **meeting** Herman at 10 o'clock.

He's **driving** to Rajkot next Friday.

We're **having** a barbecue tonight.

This is how we talk about timetables.

They are fixed and have an impact on many people.

The train **leaves** at 3:30.

The store **opens** at 9 o'clock.

The conference **starts** on Monday morning.



Input 6.3A

Going to or will?

Team A

1. Why are you turning on the printer?
[] the document (I\print)
2. I've got a bad headache.
Oh really? Just wait a second [] some Crocin. (I/get)
3. Oh, I've just realised. I forgot to bring my wallet. I haven't got any money.
Don't worry. [] the bill. (I/pay)
4. Why are you taking everything out of the drawers?
[] up my work area. (I/tidy)
5. I've been thinking about it for a few months, and I've decided to quit my job.
Really? What [] [] after that? (to do)

Team B

1. I don't know how to use your washing machine.
It's easy. [] you. (I/show)
2. Where are you going? To the 4th floor?
Yes, [] the sales manager. (I/meet)
3. What would you like to eat?
[] a masala dosa please (I/have)
4. Did you call Sharon about the brochures?
No, I completely forgot. [] her now (I/call)
5. Have you decided what to do with your bonus money?
Yes, [] new car (I/buy)

Input 6.3B

Language summary

We use 'I'll' to say what we've just decided to do – to talk about decisions made right now.

It's cold. **I'll** turn on the heating.

I'm not sure what time the store opens. **I'll** look online.

That's heavy. **I'll** help you carry it.

We use 'going to' to talk about decisions we made some time ago – to talk about plans we've had for some time.

I'm **going to look for** another job.

She's **going to study** engineering.

We're **going to paint** the walls green.