

## Elementary - Making an Appointment (B0023)

A: Hello, Fairbrook Consulting, how may I help you?

B: Yes, this is Julianne Horton, and I'm calling to arrange an appointment with Ms. McNealy.

A: Certainly, what day were you thinking of?

B: How's Thursday? Does she have any time available then?

A: Um... let me double check... unfortunately, she's booked solid on Thursday, how does next Monday work for you?

B: Actually, I've got something scheduled on Monday. Can she do Tuesday?

A: Sure, Tuesday's perfect. May I ask where you're calling from?

B: Sure, Merton Financial Advisors.

A: Oh, actually, Tuesday's no good. Sorry 'bout that.

## Key Vocabulary

	<i>Verb</i>	to arrange
<b>appointment</b>	<i>Noun (singular)</i>	an agreement to meet someone at a particular time
<b>available</b>	<i>Adjective</i>	not busy, willing to talk to someone
<b>double check</b>	<i>Phrase</i>	check again
<b>booked solid</b>	<i>Phrase</i>	having no available place or time
<b>work for you</b>	<i>Phrase</i>	be okay with you
<b>scheduled</b>	<i>Verb</i>	planned at a specific time
<b>no good</b>	<i>Phrase</i>	not okay

## Supplementary Vocabulary

fully booked	<i>Phrase</i>	booked solid; having no space or time available
fit you in	<i>Phrase</i>	find time to see someone in a busy schedule
unavailable	<i>Adjective</i>	not available
occupied	<i>Adjective</i>	busy doing something