

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