

STUDY REFERENCE

LISTENING Making appointments

Language Summary

Making appointments 1

If you are calling to make an appointment, you can say:

I'd like to make an appointment with Ms. Avila.

I'd like to schedule an appointment with Ms. Avila.

Note:

You make or schedule an appointment with someone.

Making appointments 2

If you are making an appointment for someone, you usually ask what the appointment is for:

May I ask what it's regarding?

Could I ask what it's regarding?

Could I ask what the appointment is for?

Making appointments 3

If you want to make it clear when the next appointment times are available, you can say:

We're looking at the week of the 17th for appointments.

We are scheduling into the week of the 17th.

If you want to suggest a specific date and time for the appointment, you can say:

We could do it on the 18th at 2:00 p.m.

She has an opening on the 18th at 2:00 p.m.

She can take you on the 18th at 2:00 p.m.

Making appointments 4

You can finish the conversation by saying:

We'll see you then!

See you on the 20th at 10 o'clock.



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Listening Practice: Transcript

- David:** Hello?
- Bob:** Hello, could I please speak to David Sims?
- David:** Yes, this is David.
- Bob:** Hi, David, this is Bob Kazuo, the sales manager at KGG Chemicals.
- David:** Yes, hi Bob.
- Bob:** I'm calling because we received your resume for the sales position. It looks like you have a lot of interesting experience and we'd like to schedule an interview with you.
- David:** Great. Thanks. I'd like that.
- Bob:** Let's see, we're looking at the week of the 19th for interviews.
- David:** Okay.
- Bob:** Let's see...we could do it on the 19th at 1 or 3 in the afternoon, or the 20th at 10 in the morning. Would any of those times work for you?
- David:** Let's see. Sure. How about the 20th at 10 o'clock?
- Bob:** Okay, great. We'll see you on the 20th at 10 a.m.
- David:** I'm looking forward to it. Thanks for the opportunity.

