

Talking about future plans and discussing arrangements

Online lesson transcript

In this lesson, Teri has called an important meeting to discuss the upcoming visit of James Chang, Clementi's Overseas Business Manager, to Narwee's office.

Transcript	
Teri:	Now, I've called this meeting to discuss arrangements for James Chang's visit next month. This is the first time Clementi's Overseas Business Manager is visiting our offices, and as one of our most important clients, it's really important his visit goes smoothly.
Craig:	That's right. There's a lot riding on this visit.
Ryan:	When does he arrive, Teri?
Teri:	He lands at 5:00 p.m. on Tuesday the 12th.
Craig:	Who's going to arrange accommodation and transport for him over the course of his visit? David?
Teri:	No, I'm going to do that myself. I thought about putting him in The Grand Hotel.
Craig:	Great suggestion. Have you arranged anything for Tuesday evening?
Teri:	I'm taking him out to dinner. What are your plans? Are you free?
Craig:	Let's see. I have meetings until 7:00 p.m. that day, but I could meet you at the restaurant at 8:00. Ryan, will you be joining us?
Ryan:	Sure. Actually, I know a great little restaurant by the marina. I took a client there last week. Shall I try and make a table reservation there?
Craig:	Good idea. Thanks. Now, what about arrangements for Wednesday?
Teri:	We're having a tour of the plant in the afternoon, after he meets with you Craig and myself in the morning.
Craig:	Why don't you let David take the plant tour? Get him to contact Grant, the plant manager to discuss times and details.
Teri:	Fine. Now, Craig, how long do you think our meeting will take with James?
Craig:	Well, we have a lot of ground to cover. We need to discuss how both companies propose the distributor agreement is going to work. I'd suggest that for an initial meeting, three hours will be sufficient.
Teri:	Okay. I'll book the meeting room and arrange caterers to provide a buffet lunch. And I must let David know that he needs to arrange the plant tour from 2 p.m. James will have plenty of time to relax in the evening. We'll leave him free to do what he wants.
Craig:	Sounds good.
Teri:	I'm going to put an itinerary together which I'll send out to you once I have the information about the plant tour and the restaurant details.

Language reference

Scheduled events

You use the present simple to talk about future events that are scheduled.

*He **lands** at 5:00 p.m. on Tuesday the 12th.*

*I **have** meetings until 7 p.m. that day.*

*Then he **meets** with Craig in the afternoon.*

Arrangements

You use the present continuous to talk about arrangements that have been thought about and agreed upon.

*This is the first time Clementi's Overseas business manager **is visiting** our offices.*

*I'm **taking** him out to dinner.*

*We're **having** a tour of the plant in the afternoon.*

Form

subject + be + -ing form of the verb:

Intentions

You use *going to* to talk about intentions. When you use *going to*, events may not have been fully planned.

*Who's **going to** arrange accommodation and transport for him?*

*We need to discuss how both companies propose the distributor agreement is **going to** work.*

*I'm **going to** put an itinerary together.*

Form

subject + be + going to + infinitive without to

Facts

You use *will* or *won't* to make statements of fact about the future.

*James **will** have plenty of time to relax in the evening.*

*I'd suggest that for an initial meeting, three hours **will** be sufficient.*

*We **won't** be meeting next month.*

Form

subject + will + infinitive without to