

Scheduling meetings & Rescheduling meetings

VOCABULARY

ARRANGING A MEETING

attend the meeting
break
busy
check your calendar
confirm
convenient
equipment
free
give a presentation
hold a meeting

light refreshments
make arrangements
pack
participants
previous commitment
schedule
sharp
take place
tied up
video conference

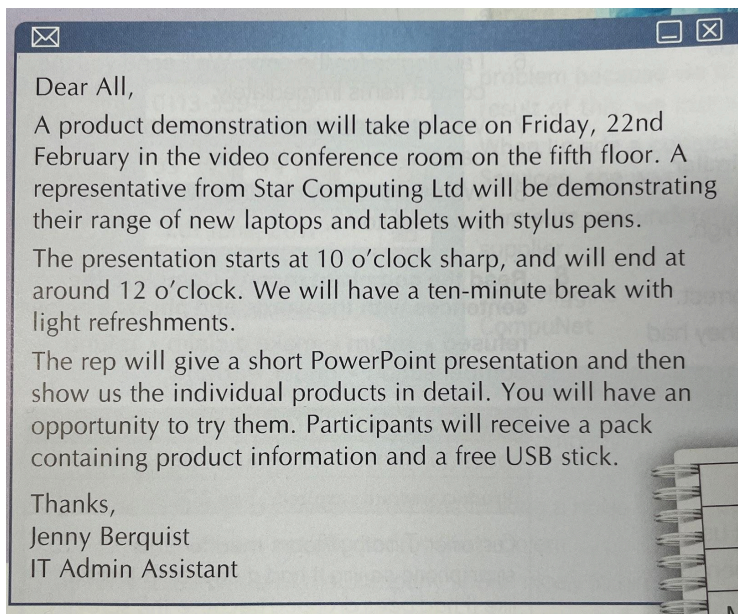
RESCHEDULING

alternative date
appointment
arrange
cancel
feel ill
get lost
got the dates mixed up
held up in a traffic jam

leave ... urgently
participate
postpone
reorganise
reschedule
running late
suit
switch

PRACTICE

1 Read the e-mail. Then copy and complete the chart.



Type of meeting: **Product demonstration**

When: **Friday, 22nd February**

Where: **The video conference room on the fifth floor**

Meeting presenter: **A representative from Star Computing Ltd**

Contents of pack: ~~Laptops and tablets with stylus pens~~
product info and a free USB stick

2 Match A to B to form phrases.

A

1. tied
2. hold
3. give
4. make
5. check
6. take

B

- _2_ a. a meeting
- _4_ b. arrangements
- _1_ c. up
- _3_ d. a presentation
- _6_ e. place
- _5_ f. your calendar

3 Copy and complete the sentences.

sharp • equipment • break • pack light refreshments • video conference

1. At eight o'clock, I have a **video conference** scheduled with the IT company in Miami.
2. The meeting will start at one o'clock **sharp**. You mustn't be late.
3. We've prepared some **light refreshments** - coffee, tea, cake and fruit.

4. The only **equipment** I will need at the software conference is my laptop.
5. Participants will receive a **pack** containing all the information from the smartphone presentation.
6. We'll have a short **break** at half past two.

4 Copy and complete the sentences. Use the words in bold to help you.

1. You can't **schedule** two meetings for the same person at the same time.
2. When people are **tied up**, it means they are occupied.
3. If a meeting starts at 9.00 **sharp**, it won't start later than 9.00 o'clock.
4. **Light refreshments** include things like coffee, tea or pieces of fruit.
5. When a time is **convenient** for you, it means that you are free and have got nothing to do.
6. You have a **break** when you want to stop working for a few minutes.

5 Read the page from an IT manager's diary and his notes. Then answer the questions.

1. Which item won't Michael attend? **IT conference**
2. Which appointment will be on the same day but at a different time?

Meeting with programmers in his office

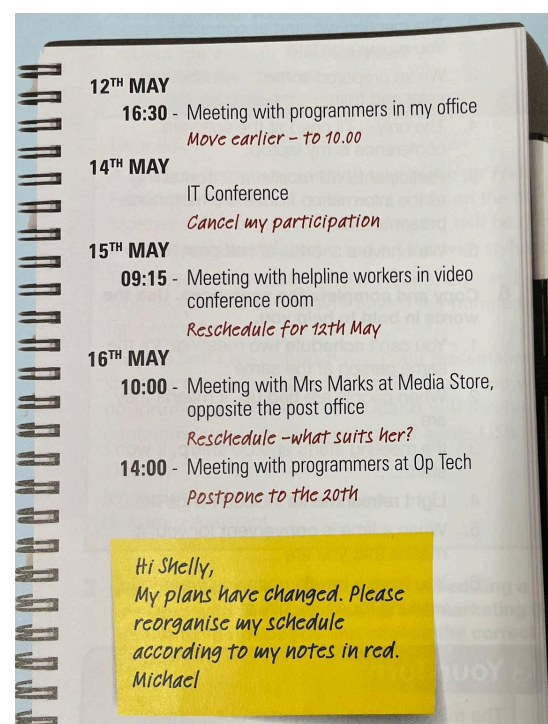
3. Which appointment will be at a later date? **Meeting with programmers at Op Tech**

4. Which appointment will be a few days earlier than planned?

Meeting with helpline workers in video conference room

5. Which appointment hasn't got an alternative date yet?

Meeting with Mrs Marks at Media Store



Tip!

It is common for computers and businesses to use the 24-hour clock.

6 Choose the correct answer.

1. I can't make the web designers' meeting on Tuesday. Can we ... the meeting, please?

- a. arrange
- b. reschedule

2. We don't need to meet because we've already discussed everything. Let's ... the meeting.

- a. switch
- b. cancel

3. Katie will be in the office on the 29th. Would that ... you?

- a. suit
- b. reorganise

4. I won't be able to ... in the auto apps conference because of a previous commitment.

- a. postpone
- b. participate

7 Match A to B to form sentences.

A

1. Let's look for an alternative date ...
2. Michael is on the phone and needs directions because ...
3. Diana Michaels is held up in a traffic jam because ...
4. Mr Kelly had to leave the office urgently because ...
5. Greg came for his appointment with the network administrator on the wrong day because ...
6. We'll have to start the meeting at 2.30 instead of 2.00 because

B

- 4 a. his daughter felt ill.
- 5 b. his assistant got the dates mixed up.
- 1 c. that's convenient for everyone.
- 2 d. he has got lost again!
- 6 e. the head of our software department is running late.
- 3 f. there was an accident on Central Road.

8 Complete the text messages with the words below.

appointment • feels ill • postpone • held up in a traffic jam • reorganise • running late • arrange

1. **Postpone**
2. **Running late**
3. **Held up in a traffic jam**
4. **Reorganise**
5. **Appointment**
6. **Feels ill**
7. **Arrange**

James, I apologise for the inconvenience, but can we ¹ the software testing from Tuesday to Wednesday, please?

Sorry I'm ² for our meeting. I'm ³ on the main road into town.

I've left you a list of meetings I've got this week. Can you please ⁴ my schedule to fit these meetings in?

Your dentist called. She's very sorry, but she has to cancel your ⁵ today as she ⁶ Please call to ⁷ a new one.