

MAKING ARRANGEMENTS

A2-B1 | Functional language for planning a time and place

1 Useful phrase patterns

Use these phrases to make plans, confirm details, or change an arrangement.

Are you free ...?

Are you free on Friday?

What time shall we ...?

What time shall we meet?

Where shall we meet?

Where shall we meet tomorrow?

Let's meet ...

Let's meet at the station.

How about ...?

How about six o'clock?

Can we change ...?

Can we change the time?

That works for me.

That works for me.

See you then.

See you then at six.

2 Respond to the situations

Write a natural response for each situation. Try to use a range of phrases.

1. Ask a friend if they are free on Saturday.

2. Ask what time to meet before a film.

3. Ask where to meet before a class trip.

4. Suggest meeting at a cafe near the station.

5. Suggest a different time for a phone call.

6. Change a meeting time because you will be late.

7. Agree to meet a friend at 7 p.m.

8. Confirm an arrangement for tomorrow morning.

MAKING ARRANGEMENTS

A2-B1 | Suggested answers

3 Possible answers

These are examples only. Other accurate and suitable responses are also correct.

Encourage students to use a range of phrase patterns from page 1.

1. Are you free on Saturday afternoon?

2. What time shall we meet before the film?

3. Where shall we meet for the class trip?

4. Let's meet at a cafe near the station.

5. How about having the phone call at four instead?

6. Can we change the meeting time? I will be late.

7. Seven o'clock works for me.

8. See you then, at nine tomorrow morning.
