

MAKING ARRANGEMENTS

B2-C1 | Functional language for coordinating plans professionally

1 Useful phrase patterns

Use these phrases to arrange a meeting, confirm details, or reschedule politely.

Would you be available ...?

Would you be available on Tuesday?

Could we arrange ...?

Could we arrange a brief call?

Does ... work for you?

Does 3 p.m. work for you?

Shall we confirm ...?

Shall we confirm the venue?

Would it be possible to ...?

Would it be possible to postpone it?

I need to reschedule ...

I need to reschedule our meeting.

That suits me.

That suits me perfectly.

I look forward to ...

I look forward to seeing you then.

2 Respond to the situations

Write one suitable arrangement for each situation. Try to use a range of phrases.

1. Ask a manager if they are available for a meeting next Tuesday.

2. Arrange a short call with a potential client.

3. Check whether 3 p.m. is suitable for a project meeting.

4. Suggest confirming the venue for a workshop.

5. Ask to postpone a meeting by one day.

6. Explain that you need to change a meeting because of a conflict.

7. Agree to a proposed time for an interview.

8. Confirm that you will attend an online meeting next week.

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B2-C1 | 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. Would you be available for a meeting next Tuesday morning?

2. Could we arrange a brief call to discuss the proposal?

3. Does 3 p.m. work for you for the project meeting?

4. Shall we confirm the workshop venue before sending the invitation?

5. Would it be possible to postpone our meeting by one day?

6. I need to reschedule our meeting because of a diary conflict.

7. Thursday at ten suits me perfectly.

8. I look forward to joining the online meeting next week.
