

MAKING ARRANGEMENTS

A2-B1 | Conversation practice examples for planning a time and place

Conversation: Meeting before a day trip

Ella	Are you free on Saturday? A few of us are taking the train to the coast.
Ben	Yes, I'd like to come. What time shall we leave?
Ella	There's a train at nine twenty. We thought we'd meet at nine so nobody has to rush.
Ben	That works for me. Where shall we meet? The station has two entrances.
Ella	Let's meet inside the main entrance, beside the ticket machines.
Ben	Good. I'll buy my ticket online tonight. Do we need to bring lunch?
Ella	You can if you want, but there's a cafe by the beach. I'll message the group with the details.
Ben	Thanks. See you then. I'll let you know if my bus is running late.

Key phrases: Are you free / What time shall we / That works for me. / Where shall we meet? / Let's meet / See you then.

Conversation: Changing a study appointment

Zoe	We said we'd study at four tomorrow, but my dentist appointment has moved. Can we change the time?
Max	Yes. I finish class at three, so I could meet earlier. How about half past three?
Zoe	I have to leave for the dentist at four. That wouldn't give us much time.
Max	Then let's meet after your appointment. What time do you expect to finish?
Zoe	About five, if they're on time. Would half past five be too late for you?
Max	No, that's fine. We could get a snack and work at the cafe near the library.
Zoe	Good idea. I'll text you when I'm leaving the dentist so you don't have to wait.
Max	Thanks. I'll bring the practice questions, and we can start when you arrive.

Key phrases: Can we change / How about

Create your own conversation

Choose one prompt. Use at least two key phrases and include a natural response and follow-up.

Prompt 1: Arrange a meeting before a trip. Confirm a precise time and place and discuss one practical detail.

Prompt 2: Change an existing arrangement. Explain your availability and avoid leaving your partner waiting.