

MAKING ARRANGEMENTS

B2-C1 | Conversation practice examples for coordinating plans professionally

Conversation: Arranging a site visit

Architect	Would you be available for a site visit next Wednesday? I'd like to check the entrance before finishing the drawings.
Client	Wednesday should be possible. Does ten o'clock work for you ?
Architect	Yes. Will the building be open then, or do we need to arrange access separately?
Client	The caretaker will be there from nine. I'll let her know we're coming.
Architect	Shall we confirm that we'll meet at the side gate? The main entrance is still being repaired.
Client	That suits me. Would you like me to bring the older floor plans?
Architect	Please do, if you have them. They may help us identify the original wall layout.
Client	I'll bring them. I look forward to seeing the proposed changes in the actual space.

Key phrases: [Would you be available](#) / [Does](#) / [work for you](#) / [Shall we confirm](#) / [I look forward to](#)

Conversation: Rescheduling a review call

Editor	I need to reschedule our review call. An urgent proof has come back, and I can't give your draft proper attention this afternoon.
Writer	Thanks for letting me know. Would it be possible to move it to tomorrow morning?
Editor	Yes. I could do ten thirty, but I'd need to finish by eleven fifteen.
Writer	That suits me. I mainly want to discuss the opening section, so forty-five minutes should be enough.
Editor	Good. Could we arrange to use the same video link? I'll update the invitation rather than send a new one.
Writer	Of course. Should I send my revised opening before the call?
Editor	Please send it this evening if you can. Then I'll read the version you want to discuss.
Writer	I will. Thanks for finding another time rather than trying to squeeze the review in today.

Key phrases: [I need to reschedule](#) / [Would it be possible to](#) / [That suits me.](#) / [Could we arrange](#)

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 professional visit. Confirm availability, access and useful materials.

Prompt 2: Reschedule a focused review meeting. Agree on the time, scope and preparation.