



MAKING APPOINTMENTS

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Lesson Objectives

By the end of this lesson, students will be able to:

- make, change, and cancel appointments.
- ask and answer questions about dates and times.
- use polite expressions when booking appointments.
- understand common appointment vocabulary.
- build confidence through realistic speaking activities and role-plays.

Warm-up (5–8 minutes)

Ask students:

1. Have you ever visited a dentist?
2. Have you ever had a haircut at a salon?
3. Have you ever made an appointment?
4. Who usually makes appointments in your family?
5. What appointments do adults often make?

Encourage students to answer in simple English.

Target

Vocabulary

appointment
book
available
cancel
change
schedule
morning
afternoon
next week
receptionist
calendar
clinic
dentist
hairdresser
optician

Lead-in Activity

Write these places on the board:

- Doctor
- Dentist
- Hairdresser
- Optician

Ask:

What do you usually say first?

Accept any ideas before introducing the lesson language.

Useful Expressions

I'd like to make an appointment.
Are you available on Tuesday?
What time would you like?
Is 2:00 p.m. OK?
I'm sorry, I'm busy then.
Can we change it?
I'd like to cancel my appointment.
See you next week.
Thank you.
You're welcome.

Common Learner Mistakes

 I want make appointment.

 I'd like to make an appointment.

 I want Tuesday.

 Tuesday is good for me.

 Cancel my appointment.

 I'd like to cancel my appointment.



Teaching Tips

- ✓ Practise polite English rather than direct translations.
- ✓ Encourage full sentences.
- ✓ Let students personalise appointment times and reasons.
- ✓ Recycle days, months, dates, and telling the time throughout the lesson.