



MAKING APPOINTMENTS

© talkmor.com



Activity 1 – Role-Play Cards

Work with a partner.

Take turns being the **Receptionist** and the **Customer**.

Situation 1

Book a doctor's appointment for next Tuesday.

Situation 2

Book a haircut for Saturday morning.

Situation 3

Change your dentist appointment to another day.

Situation 4

Cancel your appointment because you are sick.

Situation 5

Book an eye test for next week.

Activity 5 – One-Minute Speaking

Talk about a time when you:

- visited a doctor
- went to the dentist
- had a haircut
- made an appointment
- forgot an appointment

Use as many appointment expressions as possible.



Activity 2 – Find Someone Who...

Walk around the classroom. Find someone who...

- ☐ has visited a dentist this year.
- ☐ prefers morning appointments.
- ☐ has forgotten an appointment.
- ☐ has made an appointment by phone.
- ☐ likes going to the hairdresser.

Name

Name

Name

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Activity 3 – Appointment Calendar

Work in pairs.

Student A has a busy calendar.

Student B wants to make an appointment.

Ask questions until you find a suitable day and time.

Examples:

Are you free on Wednesday?

No, I'm busy.

How about Thursday afternoon?

Yes, that works!

Write your final appointment here. 

Activity 4 – Telephone Role-Play

Sit back-to-back with your partner.

One student is the receptionist.

The other student phones to make an appointment.

Day: _____

Time: _____

Reason: _____

Remember to use polite expressions.

Swap roles.