



MAKING APPOINTMENTS

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1. What's the Problem?

Read the situations.

1. You have an appointment at 10:00, but you need to work that morning.
2. You are sick and cannot go to your appointment.
3. Your bus is delayed and you will arrive 20 minutes late.
4. You have forgotten when your appointment is.
5. You need an earlier appointment because the problem has become worse.

- _____
- _____
- _____
- _____
- _____

What should you do?

Write:

C = cancel

R = reschedule

C/R = either could work

2. Make It Polite

Change each sentence into polite, natural English.

Example: "Change my appointment." → "Could I reschedule my appointment, please?"

1. "Cancel my appointment." _____
2. "I need a different time." _____
3. "I can't come tomorrow." _____
4. "Give me an earlier appointment." _____
5. "I'm going to be late." _____

3. What Would You Say?

Choose the best response.

1. Receptionist: "Your appointment is at 2:00 tomorrow."	2. Receptionist: "The next available appointment is in two weeks."	3. Receptionist: "Are you going to be late?"
You suddenly cannot come. A. "I can't." B. "I'm sorry, but I can't make it tomorrow. Could I reschedule?" C. "No appointment."	You need to see someone sooner. A. "That's too late. Is there anything earlier?" B. "I don't like that." C. "Give me tomorrow."	Your bus is delayed. A. "Yes. Bus problem." B. "I'm afraid I'll be about 20 minutes late." C. "Wait for me."

4. The Appointment Calendar

You have these appointments:

- Monday – Dentist – 10:00
- Tuesday – Haircut – 3:30
- Wednesday – Doctor – 11:00
- Thursday – Car service – 9:00
- Friday – Bank – 2:00

Your plans change.

1. You have a work meeting on Monday at 10:00. What do you do?
2. You are free on Tuesday, but you would prefer Friday afternoon. What do you ask?
3. Your car breaks down on Wednesday. What appointment might you need to change?
4. You are sick on Friday. What do you do?
5. Which appointment would be the most difficult to reschedule? Why?

REAL ENGLISH BOX

Natural English for changing plans:

"I'm afraid I can't make it."

"Something has come up."

= An unexpected problem has happened.

"Could we move it to another day?"

"Is there anything earlier?"

"Would Friday work instead?"

"Sorry for the inconvenience."

Teacher's Key

1. What's the Problem?

1-R, 2-C, 3-C/R, 4-C/R, 5-R

3. What Would You Say?

1-B, 2-A, 3-B

Activity 2: Accept natural, polite answers with the correct meaning.

Activity 4: Open answers, although students should give logical solutions.