



MAKING APPOINTMENTS



Scan to review worksheet

Expemo code:
14Z3-D16B-6A3B

1 Warm up

Read the information from Laila.



Hi, I'm Laila. This week, I have a meeting at 3.30 in the afternoon on Wednesday. Do you have any meetings this week?

	Monday	Tuesday	Wednesday	Thursday	Friday
morning	meeting 11.00				
afternoon				meeting 4.00	

Work in pairs and tell Laila when you have meetings this week.

- Yes, I have a meeting at _____¹ in _____² on _____³.
- I also have a meeting at _____⁴ in _____⁵ on _____⁶.



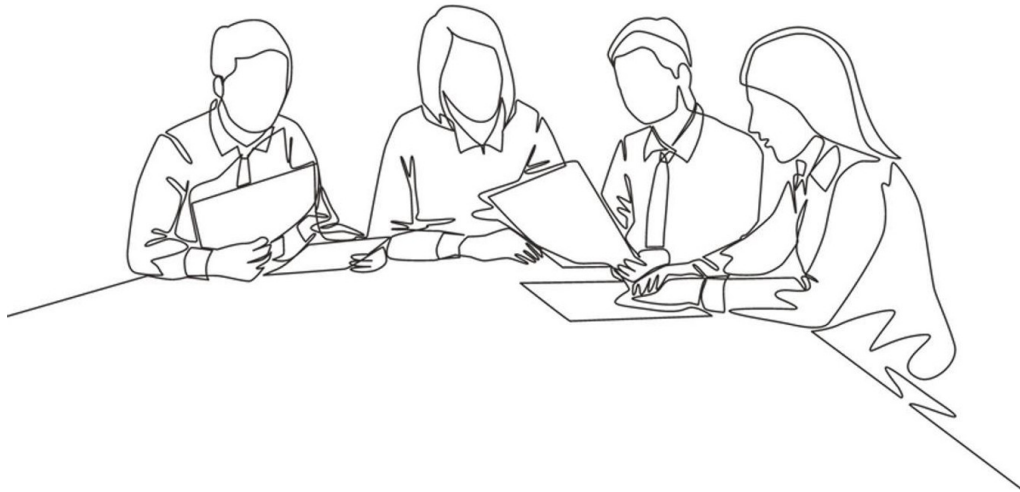
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Prepositions of time

Look at this table. Use it to help you underline the correct answer in the phrases.

We use ...	to talk about ...	example
in	periods of time	in the afternoon, in June, in 2022
at	precise time	at 2.30, at midnight
on	days and dates	on Tuesday, on 1st May

1. **in/at/on** Saturday
2. **in/at/on** midday
3. **in/at/on** the evening
4. **in/at/on** 9 am
5. **in/at/on** the Winter
6. **in/at/on** New Year's Day
7. **in/at/on** 2025
8. **in/at/on** 5.30



3

Listening

Listen to Ann and Paulo and answer the questions:

1. When does Ann want to meet?
2. Can Paulo meet on Monday?
3. When do they finally agree to meet?



4 Practice

Part A: Look at the conversation between Ann and Paulo. Write *in, at* or *on* in the correct place.

Ann: Hi Paulo, I'd like to meet with you to talk about the presentation _____¹ the 22nd February, if that is possible?

Paulo: No problem. When are you free?

Ann: I'm available _____² 2pm _____³ Monday.

Paulo: I'm sorry, I'm busy then. How about Tuesday _____⁴ the morning?

Ann: No, my department meeting is scheduled for Tuesday mornings _____⁵ February.

Paulo: Can we get together _____⁶ midday _____⁷ Wednesday?

Ann: Wednesday and Thursday are out, I'm afraid. I have meetings at head office on those days. That leaves Friday?

Paulo: Hmm. I'm busy _____⁸ the morning. But I'm free _____⁹ the afternoon?

Ann: 2.30? My office?

Paulo: Perfect! I will see you _____¹⁰ 2.30 _____¹¹ the afternoon _____¹² Friday!

Part B: Work in pairs. Look at conversation in Part A and answer these questions.

What is another way of saying "Can we meet ..."?

1. _____

What is another way of saying "I'm free"?

2. _____

What is another way of saying "I'm sorry"?

3. _____

What is another way of saying, "I can't meet on Monday and Tuesday" ?

4. _____

What is another way of saying, "Can we meet on the 4th August" ?

5. _____

What is another way of saying, "I have a meeting at 2pm" ?

6. _____



5 Pronunciation

When we speak, words are divided into syllables.

When a word has two or more syllables, one of them is stressed. This means that one of them is said a little louder and a little slower.

For example:

Monday (two syllables): Mon- day

With the word Monday, the 1st syllable is stressed.

Look at the following words. Underline the syllable that is stressed.

1. morning: mor-ning
2. afternoon: af-ter-noon
3. evening: eve-ning
4. department: de-part-ment
5. midday: mid-day
6. midnight: mid-night
7. meeting: mee-ting
8. possible: pos-si-ble

6 Making appointments

Your teacher will give you a schedule. In pairs or groups of three, arrange a meeting for 1 hour. Don't let the other person/people see your schedule. Practice using the phrases that you have learned in this lesson to arrange your meeting. Don't forget your syllable stress!

Person A

day	morning	afternoon
Monday	department meeting 10.00 - 11.30	meeting 2.00 - 4.30
Tuesday	head office all day	head office
Wednesday	head office all day	head office
Thursday		leave 2pm - Doctor's appointment
Friday	meeting 9.30 - 11.30	

**Person B**

day	morning	afternoon
Monday		department meeting 1:00-3.30pm
Tuesday		
Wednesday	training all day	training all day
Thursday	training all day	training all day
Friday	meeting 10.30-12:30	leave early - 3pm dentist

Person C

day	morning	afternoon
Monday	department meeting 10.30-12.30	
Tuesday	working from home all day	working from home all day
Wednesday		
Thursday		
Friday	meeting 11.00-1.00	



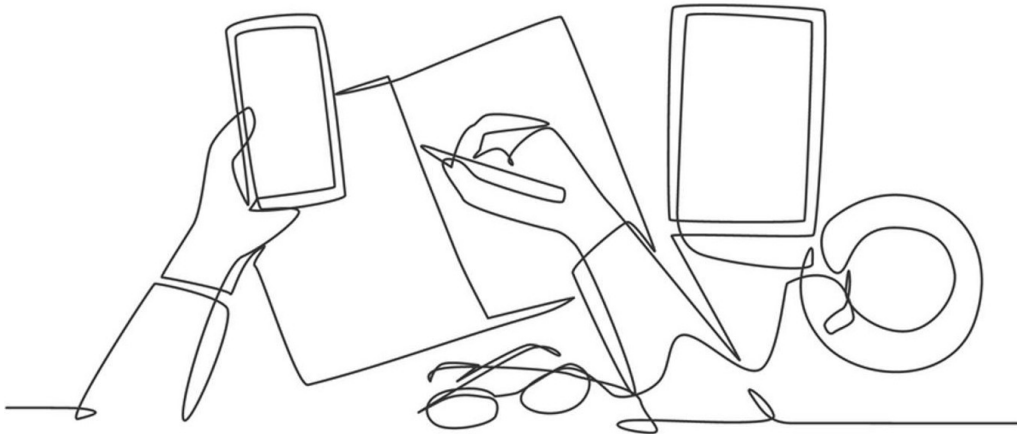
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Extra practice

Write the phrases from the box in the correct column in the table.

winter	6 am	the evening	Friday	lunchtime
the school holidays	the end of the day	the meeting	Saturday	1 pm

IN	AT	ON



8

Optional extension

Fill in the missing prepositions.

1. What time do you usually get up _____ the weekends?
2. Do you always eat lunch _____ noon?
3. Is your birthday _____ June? If "no", when is your birthday?
4. Do you ever go to meetings _____ Saturdays?
5. Do you ever work late _____ night?
6. Do you ever go skiing _____ winter?
7. Do you ever get up _____ sunrise?
8. When was the last time you got up _____ 10 am?

Now work in pairs and answer these questions.