Could we meet next week?

STARTER

Work with a partner. Match the different types of meeting (1-6) with the definitions (a-f).



- a People who work in the same department have this type of meeting regularly.
- b This is a meeting of a company's most senior managers.
- c If you need new ideas, you have this type of meeting.
- d This is a meeting for a company's investors.
- e At this type of meeting, you talk about what has been accomplished on a project.
- f This type of meeting is held at the beginning of a project.

Now ask your partner the questions below and make a note of the answers. Then tell the class what you have found out.

- How often do you have meetings in English?
 Which of the meetings above do you attend?
 What other types of meeting do you have?
- Are your meetings with colleagues from your company or with contacts from other companies (customers, suppliers, clients, ...)?





1 Listen to the two telephone dialogues and complete the table.

	Dialogue 1	Dialogue 2
a What will the meeting be about?		
b When will the meeting take place?		
c How long will the meeting last?		

2 Listen again and complete the sentences from the dialogues.

Ca	ll 1	Cal	11 2
1	Could we a time to meet next week?	8	we could meet and go over the
2	How Monday at nine?		details?
3	Sorry, I can't it then.	9	What time you in mind
4	How sometime after lunch?	10	Would half past fiveyou?
5	Should we for the whole afternoon?	11	I'm I have another appointmenthen.
6	Let's leave the length of the meeting for now.	12	Well, I'll see you Monday 7.30, then.
7	So, I'll you on Monday at two.	13	I look to meeting you then.
a b	to discuss the length of a meeting?	_	
C	to arrange the time of a meeting?		
d	to say that a suggested time for a meeting is not convenient?		
е	to confirm the time of a meeting?		
P	t the words in the right order to make typical se	enten	ices for making arrangements.
1	let's soon meeting a sometime have		
	Let's have a meeting sometime soon.		2
2	like to you when meet would ?		
3	at Thursday how 11.30 about morning?		
4	would for next be Tuesday you how ?		
5	fine would yes, that be		
6	to forward you I look then meeting		

Work with two partners to arrange a suitable time to meet. First look at the Useful Phrases on this page. Then look at your diary and the instructions in the Partner Files.



USEFUL PHRASES

Asking for a meeting

Could we schedule a time to meet next week? I'd like to schedule a meeting as soon as possible.

Can we meet and go over this together?

Perhaps we could meet and go over the details in person?

Suggesting a meeting time

How about Monday at nine?

How about sometime after lunch?

Could we meet next week?

Can I suggest 7.30 on Thursday evening?

Would half past five suit you?

Saying that you aren't able to attend

Sorry, I can't make it then.

I'm afraid I have another appointment then.

I'm a bit tied up then. How about another time?

Saying that you can attend

Sounds good.

Yes, that works for me.

Yes, that would be fine.

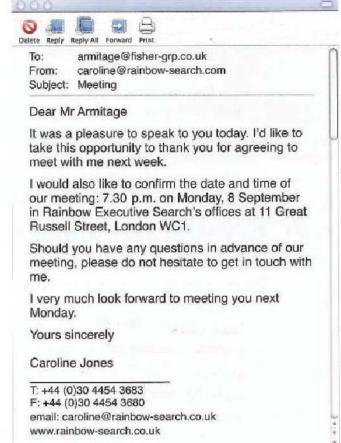
Confirming the day and time

See you on Monday at seven.

So, I look forward to seeing you on Tuesday at four.

Read these two emails confirming meetings. Which email is formal and which is informal?





We can often say the same thing in either a formal or less formal way. Complete the table with sentences from the emails on the previous page.

Formal		Informat	
1	It was a pleasure to speak to you today.	It was nice to speak to you today.	
	I'd like to take this opportunity to thank you for agreeing to meet with me	2	
3		Just to confirm the date and time of our meeting:	
4		Give me a call if you have any questions before the meeting.	
11	very much look forward to meeting you	5	
Y	ours sincerely	6	

GETTING EMAILS RIGHT

Unlike most written business communication in English, email offers the chance of communicating using an informal, friendly style of written English.

You can greet someone in an informal email using phrases like: Hi Martha Hello Paula Dear Jim

Very informal emails can be closed with phrases such as: All the best Cheers

When an email needs to be formal – for instance, when it's to a business contact who you don't know well – then a formal greeting should be used:

Dear Mr Simpson

Closing phrases should also be more polite: Best regards (neutral) Yours sincerely (very formal) It's common to add a friendly phrase before the close:

Looking forward to seeing you soon. (informal)
I look forward to our meeting on Monday. (formal)

The first letter of an email after the greeting always has a capital letter:

Hello Robert, Just to let you know ...

Write an email confirming the date and time of a meeting using one of the notes below. Think about whether the email should be formal or informal.

Remember!

Send email to David:

confirm meeting (to

discuss problems with

cleaning contract)

- · Wednesday, 29th June
- · 10.20 a.m.
- · in my office

To do

Email Mrs Franks: confirm meeting talk about our new service package

- · Friday, 12 September
- · 3.00 p.m.
- · @ their head office in Bristol