

1 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.

Call 1

- 1 Could we _____ a time to meet next week?
- 2 How _____ Monday at nine?
- 3 Sorry, I can't _____ it then.
- 4 How _____ sometime after lunch?
- 5 Should we _____ for the whole afternoon?
- 6 Let's leave the length of the meeting _____ for now.
- 7 So, I'll _____ you on Monday at two.

Call 2

- 8 _____ we could meet and go over the details _____?
- 9 What time _____ you _____ in mind?
- 10 Would half past five _____ you?
- 11 I'm _____ I have another appointment then.
- 12 Well, I'll see you _____ Monday _____ 7.30, then.
- 13 I look _____ to meeting you then.

Which sentences (1-13) can be used:

- a to arrange a meeting? _____
- 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? _____
- e to confirm the time of a meeting? _____



3 Put the words in the right order to make typical sentences for making arrangements.

- 1 let's soon meeting a sometime have
Let's have a meeting sometime soon.

- 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

4 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.

PARTNER FILES

Partner A File 13, p. 59
 Partner B File 1, p. 56
 Partner C File 20, p. 61

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.

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

Delete Reply Reply All Forward Print

To: ian.sweeney@dbd.com
 From: mark.peters@dbd.com
 Subject: Meeting to discuss contract changes

Attachments: May23_Points_to_Discuss.doc

Hi Ian,

It was nice to speak to you today. Thanks for agreeing to meet with me. Just to confirm the date and time of our meeting: Monday 23 May at 2 p.m. My PA will let you know which meeting room we'll be using later in the week.

I'm attaching a list of points to discuss. Give me a call if you have any questions before the meeting.

Looking forward to seeing you on Monday.

Regards,

Mark

Delete Reply Reply All Forward Print

To: armitage@fisher-grp.co.uk
 From: caroline@rainbow-search.com
 Subject: Meeting

Dear Mr Armitage

It was a pleasure to speak to you today. I'd like to take this opportunity to thank you for agreeing to meet with me next week.

I would also like to confirm the date and time of our meeting: 7.30 p.m. on Monday, 8 September in Rainbow Executive Search's offices at 11 Great Russell Street, London WC1.

Should you have any questions in advance of our meeting, please do not hesitate to get in touch with me.

I very much look forward to meeting you next Monday.

Yours sincerely

Caroline Jones

T: +44 (0)30 4454 3683
 F: +44 (0)30 4454 3680
 email: caroline@rainbow-search.co.uk
 www.rainbow-search.co.uk

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	Informal
1 <u>It was a pleasure to speak to you today.</u> I'd like to take this opportunity to thank you for agreeing to meet with me ...	It was nice to speak to you today. 2 _____
3 _____ I very much look forward to meeting you ...	Just to confirm the date and time of our meeting: Give me a call if you have any questions before the meeting. 5 _____
4 _____ Yours 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 ...

6 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