

Angielski na mp3

Konwersacje dla średnio zaawansowanych

Lesson six At work

2. Making appointments

♪27

Listen and repeat the expressions. Then repeat some possible sentences with the expressions.

<i>umówić się na spotkanie</i>	to make an appointment	I'd like to make an appointment.
<i>zorganizować spotkanie</i>	to arrange a meeting	Can we arrange a meeting?
<i>pasować</i>	to suit	What day would suit you?
<i>pasować</i>	to be fine	Monday's fine.
<i>być wolnym</i>	to be free	Are you free on 14th?
<i>być zajęтым</i>	to be busy/to be tied up	I'm afraid I'm busy then.
<i>odpowiedni</i>	convenient	Is 11 o'clock convenient?
<i>ustalić inny termin</i>	to fix another time	Could we fix another time?
<i>przełożyć spotkanie</i>	to reschedule a meeting	I'd like to reschedule the meeting.
<i>potwierdzić zmianę</i>	to confirm the change	Can you confirm the change?
<i>dać radę</i>	to make it/to manage	I can't make it then.
<i>ustalać</i>	to make arrangements	Let's make some arrangements.

3. Making arrangements

♪28

Take part in a conversation with a secretary. Follow the instructions and arrange a meeting with the manager.

- **Anything I can do for you?**
- (Ask if you can arrange a meeting with the manager.)
- ...

Fragment

Can I arrange a meeting with the manager?

- **What day would suit you?**

- (Suggest Tuesday.)

...

How about Tuesday?

- **OK. He's busy in the morning but you can meet him after lunch. Is 3 p.m. convenient?**

- (Say you can't make it then.)

...

I can't make it then, I'm afraid.

- **Well, hold on a minute...**

- (Ask if you could fix another time.)

...

Could we fix another time?

- **Certainly, how about 5 p.m.?**

- (Say it suits you and thank the secretary.)

...

5 suits me. Thank you very much.

- **You're welcome. See you then.**

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