

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.

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