

ARRANGING AN APPOINTMENT

USEFUL PHRASES

Asking to Meet

- Can we set up a time to meet?
- When would be a good time for us to discuss this?
- Do you have time to meet this week?
- Can we arrange a meeting to go over this?

Asking for the Most Convenient Time

- What time works best for you?
- When are you available?
- Would morning or afternoon be better for you?
- What's your schedule like this week?



ARRANGING AN APPOINTMENT

USEFUL PHRASES

Giving Suggestions

- How about Thursday at 2 PM?
- Would Friday morning work for you?
- Let's meet on Wednesday at 10 AM.
- How does Tuesday afternoon sound?

Rejecting Suggestions

- I'm afraid I'm not available then.
- Unfortunately, I have another commitment at that time.
- That doesn't work for me. Can we try another time?
- Sorry, I'm busy at that time. How about later in the day?



ARRANGING AN APPOINTMENT

USEFUL PHRASES

Accepting the Suggestion

- That works for me.
- Sure, Thursday at 2 PM is fine.
- Yes, I'm available then.
- Perfect, let's go with that.

Confirming

- Great, I'll see you on Thursday at 2 PM.
- "erfect, I'll send you a calendar invite.
- Let's confirm our meeting for Friday morning.
- I'll make a note of it—Wednesday at 10 AM.

