

Konwersacje dla średnio zaawansowanych - Fragment

Lesson 6 At work

2. Making appointments

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

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

3. Making arrangements

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

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| - Anything I can do for you? | - (Say you can't make it then.) ... |
| - (Ask if you can arrange a meeting with the manager.) ... | - <i>I can't make it then, I'm afraid.</i> |
| <i>Can I arrange a meeting with the manager?</i> | - Well, hold on a minute... |
| - What day would suit you? | - (Ask if you could fix another time.) ... |
| - (Suggest Tuesday.) ... | <i>Could we fix another time?</i> |
| <i>How about Tuesday?</i> | - Certainly, how about 5 p.m.? |
| - OK. He's busy in the morning but you can meet him after lunch. Is 3 p.m. convenient? | - (Say it suits you and thank the secretary.) ... |
| | <i>5 suits me. Thank you very much.</i> |
| | - You're welcome. See you then. |