

Making an Appointment



(Jun makes an appointment with Mr. Chan)

Secretary: Good morning. You've reached Kowloon Company, Mr. Chan's office. This is Ms. Foo speaking. How may I help you?

Jun: Good morning, my name is Jun Honda from Bell Trading. I'd like to make an appointment with Mr. Chan. Would Mr. Chan available sometime?

Secretary: I'll check his diary.

Jun: Ok please. Is he available on June 2nd?

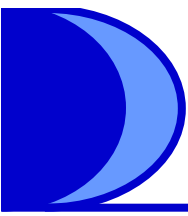
Secretary: Yes, only in the afternoon though. He has meetings in the morning.

Jun: Could you make an appointment for Mr. Jun Honda for 3 o'clock in the afternoon?

Secretary: Yes, of course. I book it for 3:00 o'clock in the afternoon. Is an hour good enough?

Jun: An hour is plenty. Thank you very much for your help.

Secretary: You're welcome.



Language used in making an appointment

1. I'd like to make an appointment with _____ = To state your purpose
= I'd like to have an appointment with _____
2. Would ___ available sometime? Asking the person's availability
 - * Is he available at _____?
 - * When is he available
3. I'll check ___ diary. (Checking the schedule)
4. Could you make an appointment for ___. (requesting someone to book your appointment)
5. I book it for 9:00 o'clock. (The schedule of an appointment)

Let's Practice:

1. Make an appointment with your dentist using the above expressions.
2. Make an appointment with your business partner using the above expressions.