

MAKING A BUSINESS APPOINTMENT



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Lesson Objectives

Lesson: Making A Business Appointment

At the end of today's lesson, you will:

- Be able to make a business appointment
- Be able to pronounce the sounds /i:/ and /ɪ/ correctly
- Be aware of some vocabulary relating to today's topic



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Warm up

Watch the video and answer the following questions.

1. When will Stephan be in London?
2. Can Gray meet Stephan at the time Stephan would like? Why/ Why not?



Source: <http://www.dailymotion.com/video/x5i77m8>



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Free talk

Choose one role and act it out with your partner in **2** minutes.

Student A: You are calling your business partner for an appointment.

Student B: You are student A's business partner. Answer the call.



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Dialogue

Learn how to make a business appointment.

Andrews

Hello, Andrews speaking. How may I help you?

Yes, tomorrow should be okay. What time is good for you?

Yes. I can fit you in at 2 p.m. **How does that sound to you?**

Okay. See you then.

Peter

Hello Mr. Andrews. This is Peter William from ABC company. **I was wondering if we could get together tomorrow to talk about the new project.**

Would early afternoon suit you?

That's perfect. I'll be at your office at 2 p.m. tomorrow.

Goodbye.



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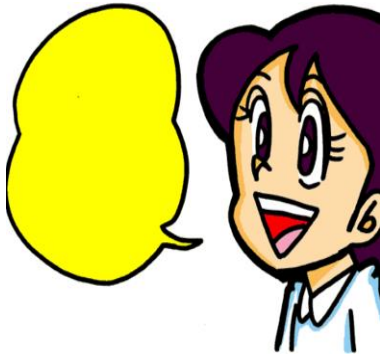


No speaker

Speak Out Loud

Learn how to pronounce the sounds /ɪ/ and /i:/ correctly.

Read all the words below:



Speak



Office



See



Meet



Fit



Please

HIM

Him



Morning



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Learn how to pronounce the sounds /ɪ/ and /i:/ correctly.

Common mistakes:

/ɪ/ : Please, Speak, Fit, Office, Him, See, Morning, Meet

Correct pronunciation:

/ɪ/	• Fit, Him, Morning, Office
/i:/	• Speak, Please, See, Meet



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Pair work: Choose a context and talk with your teacher in 2 minutes.

Student: You are calling your business partner – your teacher for an appointment.

Suggestions:

- I was wondering if we could get together tomorrow to talk about the new project.
- What time is good for you?
- Would early afternoon suit you?
- How does that sound to you?



**At 9.30 a.m.
Tomorrow morning
Busy – change to tomorrow
afternoon**



**At 10 a.m.
Friday
Have another appointment
Change to 11 a.m.**



**At 3 p.m.
Tuesday
Will not be there
Change to Wednesday**



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Assessments

Here are some comments on your performance .

Students	Pronunciation	Grammar	Other
1.			
2.			
3.			
4.			
5.			
6.			



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Complete your assignment and find more in Related Lessons.

Homework

- ✓ Pronunciation: **The sounds /ɪ/ and /i:/**
- ✓ Vocabulary: **Making A Business Appointment**



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