

HOW TO APOLOGIZE FOR MISSING A MEETING



Vietnam : 1800 6885
Thailand : 021.054.246
Technical support



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No speaker

Lesson Objectives

Lesson: How To Apologize For Missing A Meeting

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

- Be able to apologize for missing a meeting
- Be able to pronounce the sounds /s/ and /ʃ/ correctly
- Be aware of some vocabulary relating to today's topic



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Warm up

Answer the following questions.

1. Have you ever missed a meeting? What happened?
2. List some different ways to say “sorry” in English.



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Free talk

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

Student A: You have missed a meeting. Call your business partner to apologize.

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



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Dialogue

Learn how to apologize for missing a meeting.

Peter

Hello David. This is Peter. I may not be able to come to work on time because I have a terrible stomach ache.

Yeah, I'm afraid I won't be able to make it to the meeting. Do you think we can postpone it for about an hour?

Not yet. Would you mind letting him know about the situation?

Thank you. I really appreciate your help, and I apologize for the inconvenience.

David

Ok Peter. Thanks for calling. So you may also not be at the meeting on time?

It would be fine with me, but have you talked to your manager?

Sure. Let me talk to him and I will call you right back.



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Speak Out Loud

Learn how to pronounce the sounds /s/ and /ʃ/ correctly.

Read all the words below:



Sound



Show



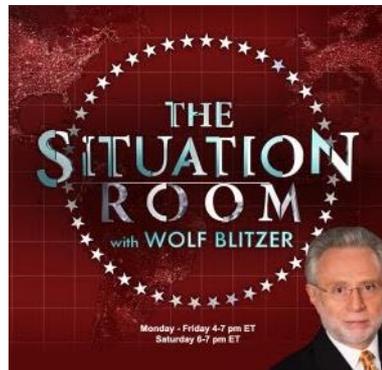
Postpone



Street



Speak



Situation



Sheet



Sure



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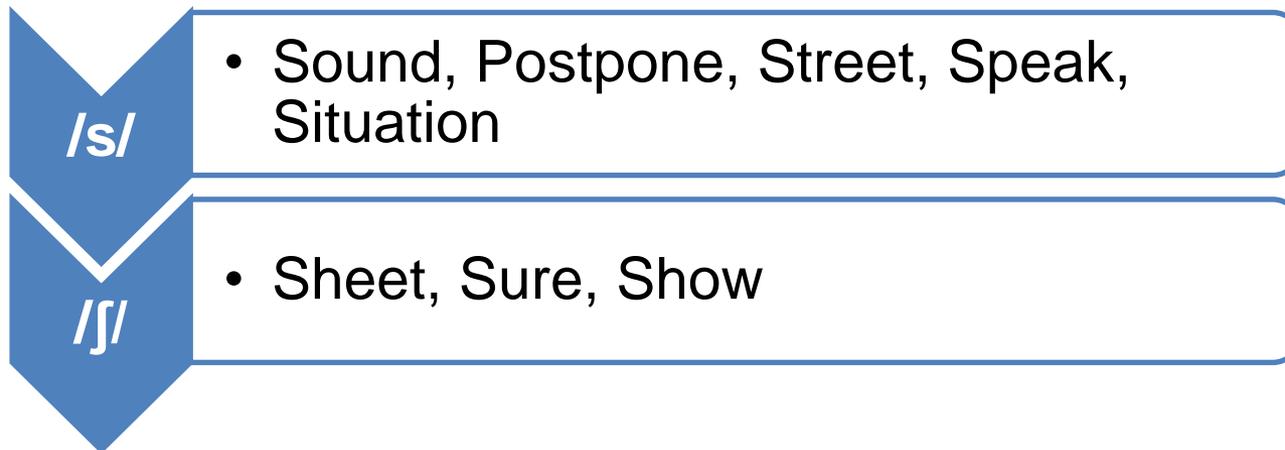
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Learn how to pronounce the sounds /s/ and /ʃ/ correctly.

Common mistakes:

/s/: Sound, Postpone, Sheet, Street, Speak, Sure, Situation, Show

Correct pronunciation:



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Pair work: Choose a role and act it out with your teacher in 2 minutes.

Student: You have missed a meeting.

Call your business partner – your teacher to apologize.

Suggestions:

- I'm afraid I won't be able to make it to the meeting.
- Do you think we can postpone it for about an hour?
- I apologize for the inconvenience.



- I had to go to the hospital
- Postpone to tomorrow

- My child has a stomach ache
- Postpone to Tuesday

- I'm stuck in traffic.
- Postpone for about an hour



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Assessments

Here are some comments on your performance.

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



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Complete your assignment and find more in Related Lessons.

Your homework

- ✓ Pronunciation: **The sounds /s/ and /ʃ/**
- ✓ Vocabulary: **How To Apologize For Missing A Meeting**



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