

Activity Type

Vocabulary, Writing and Speaking Activity: ordering, matching, gap-fill, writing and presenting a dialogue (pair work)

Focus

Making arrangements and rescheduling appointments

Aim

To practice language for making and rescheduling appointments.

Preparation

Make one copy of the two worksheets for each pair of students.

Level

Intermediate (B1)

Time

35 minutes

Introduction

In this making arrangements and rescheduling appointments activity, students order, complete and practice dialogues for arranging and rescheduling appointments.

Procedure

Divide the students into pairs (Student A and B).

Give each student a corresponding worksheet. Tell the students not to show their worksheet to their partner.

Explain that each student has half of a making arrangements conversation but that the sentences are in the wrong order.

Students then take it in turns to read each sentence to their partner and number the sentences in order. When the pairs have finished, check the correct order with the class.

Exercise A - Answer key

1. Hi Alice. It's Pedro.
2. Hey Pedro. How are you?
3. I'm good thanks. I was wondering if you'd like to go see *Zombie Mania* with me.
4. I'd love to! Zombie films are my favourite. What day?
5. How about tomorrow evening?
6. I can't tomorrow evening. I've got a tutorial.
7. What about Friday evening then?
8. Friday's good for me. Where shall we meet?
9. Why don't we meet at Mario's, the Cafe next to the cinema?
10. I know Mario's. They make excellent coffee. What time?
11. Is 6 p.m. good for you? The film starts at 7:15, so we can have a coffee first.
12. 6 p.m. is fine. I'm looking forward to it.
13. Great! I'll see you Friday then. Bye for now Alice.
14. See you Pedro.

Next, working with their partner, students use language from a box to complete a second conversation about rescheduling the appointment.

Exercise B - Answer key

1. c 2. a 3. f 4. e 5. d 6. b

After that, review the key phrases from the activity with the students. In pairs, the students then write and present a two-part dialogue where they make and then reschedule an arrangement for a weekend activity.

Student A

A. You have half of a making arrangements conversation between Pedro and Alice that's in the wrong order. You are Pedro. Take it in turns to read each sentence to your partner and put the sentences in order 1, 3, 5, etc.

..... Is 6 p.m. good for you? The film starts at 7:15, so we can have a coffee first.

..... Great! I'll see you Friday then. Bye for now Alice.

..... What about Friday evening then?

..... Why don't we meet at Mario's, the Cafe next to the cinema?

..... Hi Alice. It's Pedro.

..... How about tomorrow evening?

..... I'm good thanks. I was wondering if you'd like to go see *Zombie Mania* with me.



B. Alice calls Pedro back the next day to reschedule their appointment. With your partner, use the language from the box to complete the dialogue.

- a. I'm afraid something has come up. b. Same time, same place? c. I'm calling about...
d. Sure, that works for me. e. Can we make it Monday instead? f. Oh, that's too bad.

Pedro: Pedro speaking.

Alice: Hi Pedro, it's Alice. Listen, (1) Friday.

(2) You see, my parents have to leave town for some important business this weekend, so I have to babysit my brother.

Pedro: (3)

Alice: (4)

Pedro: (5)

Alice: Excellent!

Pedro: (6)

Alice: Yes. See you then. Bye.

C. Now, with your partner, write and present a two-part dialogue where you make and then reschedule an arrangement for a weekend activity using the language from the worksheet.

Student B

A. You have half of a making arrangements conversation between Pedro and Alice that's in the wrong order. You are Alice. Take it in turns to read each sentence to your partner and put the sentences in order 2, 4, 6, etc.

- I can't tomorrow evening. I've got a tutorial.
- I know Mario's. They make excellent coffee. What time?
- Hey Pedro. How are you?
- 6 p.m. is fine. I'm looking forward to it.
- Friday's good for me. Where shall we meet?
- See you Pedro.
- I'd love to! Zombie films are my favourite. What day?



B. Alice calls Pedro back the next day to reschedule their appointment. With your partner, use the language from the box to complete the dialogue.

- a. I'm afraid something has come up.
- b. Same time, same place?
- c. I'm calling about...
- d. Sure, that works for me.
- e. Can we make it Monday instead?
- f. Oh, that's too bad.

Pedro: Pedro speaking.

Alice: Hi Pedro, it's Alice. Listen, (1) Friday.

(2) You see, my parents have to leave town for some important business this weekend, so I have to babysit my brother.

Pedro: (3)

Alice: (4)

Pedro: (5)

Alice: Excellent!

Pedro: (6)

Alice: Yes. See you then. Bye.

C. Now, with your partner, write and present a two-part dialogue where you make and then reschedule an arrangement for a weekend activity using the language from the worksheet.