

Activity Type

Speaking Activity:
asking and answering
questions from prompts,
communicative practice
(pair and group work)

Focus

Making arrangements
and rescheduling

Aim

To practice making
arrangements and
rescheduling.

Preparation

Make one copy of the
worksheet for each
student.

Level

Pre-intermediate (A2)

Time

25 minutes

Introduction

In this making arrangements activity, students practice making arrangements and rescheduling.

Procedure

Give each student a copy of the worksheet.

Draw the students' attention to the example dialogues on the worksheet and review the language for making arrangements and rescheduling with the class.

Next, students make arrangements to do different activities with six classmates.

Students move around the classroom, talking to different classmates one at a time using the example dialogue to guide them. When the students have agreed on a time slot for the arrangement, both students write the activity and their partner's name in the schedule. Students then move on to speak to a new partner.

Each student must choose a different activity to do with each partner and can only schedule one appointment in each time slot.

When everyone has made arrangements with six people, divide the students into groups of four.

Students then make arrangements to do a different activity with each group member as before, writing each arrangement in the schedule.

Students may only talk with one group member at a time. If necessary, students reschedule activities with their partners from before.

Finally, the students arrange one activity to do together as a group, rescheduling earlier arrangements as necessary.

At the end of the activity, each student will have a total of ten different scheduled activities.

A. Make arrangements to do different activities with six classmates. You can only schedule one appointment in each time slot. Write your arrangements in the schedule below, e.g. Monday Morning: I'm going fishing with Olly.

Making Arrangements

A: Are you free to *go jogging* on *Monday morning*?
 B: No, I'm not. I'm *going fishing* with *Olly*.
 A: What about *Tuesday morning* then?
 B: Yes, I'm free on *Tuesday morning*.
 A: Great! See you then.

Rescheduling

A: Can we reschedule our appointment?
 B: Sure, no problem.
 A: Can we change our meeting to *Wednesday morning*?
 B: Sorry, I'm busy then.
 A: How about *Wednesday afternoon*?
 B: Yes, that's fine. See you then.

	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

B. In groups of four, make arrangements to do a different activity with each group member as before, writing each arrangement in the schedule.

You may only talk with one group member at a time. If necessary, reschedule activities with your partners from Exercise A.

C. Now, arrange one activity to do together as a group.