



Conversation

Business arrangements – Exercise

Fill in the gaps in this conversation.

A: Sue Barker ... **speaking** ...

B: Hello Ms Barker. This is Ben Ashton. I you called me

A: That's right. Thank you for to me promptly.

B: You're I help?

A: I'm I can't our 2.30 appointment tomorrow. Something has up.

B: Oh, that's a Shall we try to it?

A: Yes, I'd that, and I for any

B: No to

A: Thank you.

B: please. Let me my How tomorrow morning?

A: No, I'm afraid that wouldn't for me. Are you on Thursday?

B: Let me see No, unfortunately, I'm all Thursday.

A: Shall we it Friday then?

B: I'm sorry, but I'm a business on Friday.

A: So, it'll be tomorrow afternoon. Can you a later time, 5 p.m.?

B: Actually, it would me better if we could it to an time.



A: What time did you have

B: I can you at lunch time, about 1.

A: Yes, that could work. Shall we for 1:15?

B: Yes, that should be I look seeing you tomorrow.

A: See you at one.

B: Yes, see you