

Telephone: Appointments

Useful Phrases

- Can I speak to Brian Hibberd, please?
- I'm afraid he's in a meeting
- I'd like to arrange an appointment
- I'll just look in the diary
- When's convenient for you?
- Would next Wednesday be OK?
- He's free in the afternoon after about three
- I could make it after four
- So shall we say 4.15 next Wednesday?

Transcript

- Michelle:** Mr Hibberd's office!
- Peter:** Hello, can I speak to Brian Hibberd, please?
- Michelle:** I'm afraid he's in a meeting until lunchtime. Can I take a message?
- Peter:** Well, I'd like to arrange an appointment to see him, please. It's Peter Jefferson here.
- Michelle:** Could you hold on for a minute, Mr Jefferson. I'll just look in the diary. So when's convenient for you?
- Peter:** Some time next week if possible. I gather he's away the following week.
- Michelle:** Yes, that's right, he's on holiday for a fortnight.
- Peter:** Well, I need to see him before he goes away. So would next Wednesday be okay?
- Michelle:** Wednesday ...let me see ... he's out of the office all morning. But he's free in the afternoon, after about three.
- Peter:** Three o'clock is difficult. But I could make it after four.

Michelle: So shall we say 4.15 next Wednesday, in Mr Hibberd's office?

Peter: Yes, that sounds fine. Thanks very much.

Michelle: Okay, then. Bye.