

Meeting Arrangement



Useful phrases



- Asking for a meeting
- Could we schedule a time to meet next week?
- I'd like to schedule a meeting as soon as possible.
- Can we meet and go over this together?
- Perhaps we could meet and go over the details in person?



- Suggesting a meeting time
- How about Monday at nine?
- How about sometime after lunch?
- Could we meet next week?
- Can I suggest 7:30 on Thursday evening?
- Would half past five suit you?



- Saying you aren't able to attend
- Sorry, I can't make it then.
- I'm afraid I have another appointment then.
- I'm a bit tied up then. How about another time?



- Saying that you can attend
- Sounds good.
- Yes, that works for me.
- Yes, that would be fine.



- Confirming the day and time
- See you on Monday at seven.
- So, I look forward to seeing you on Tuesday at four.

Taken from: Thomson, K. English for Meetings, p.5-7. Oxford, 2011