

Become a global TM with Aspire's Micron Moments!

A KEY BUSINESS ENGLISH SKILL - ARRANGING TO MEET COLLEAGUES!

At Micron or in our personal lives we have to arrange meetings and appointments. In this Micron Moment, we will be learning phrases that will be useful when scheduling to meet and responding to invites.

EXAMPLES

Asking when a person is free

- ✓ When would suit you?
- ✓ What's your availability(on Monday)?
- ✓ When can we meet?

Suggesting a time and date

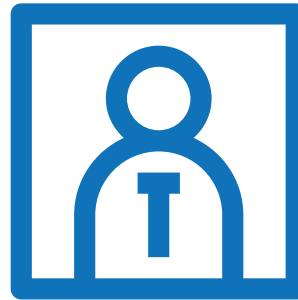
- ✓ Are you free(that evening)?
- ✓ What about(Tuesday)?
- ✓ Does(Friday) work for you?
- ✓ How about(Saturday) instead?
- ✓ Where shall we meet?
- ✓ Shall we say (3 p.m.)?
- ✓ Let's meet (at your office).

Accepting

- ✓ That's fine for me.
- ✓ That suits me.
- ✓ So that's (Sunday) at (9:30).

Refusing

- ✓ I'm afraid I've got something on.
- ✓ Sorry, but I'm (meeting a client).
- ✓ Can we find a different (day/time)?



EXAMPLE DIALOGUE

Situation 1

Tomas is arranging a meeting with his colleague Sam.

Tomas: Hello Sam, how are you?

Sam: I'm good thank you and you?

Tomas: Good, thank you. Sam, I wanted to ask you if you are available to meet to talk about the new tool recovery method?

Sam: Sure, are you free on Monday at 3:00 pm?

Thomas: That suits me.

Sam: Okay, I'll see you then.

Thomas: See you. Thanks.

Situation 2

Hiromi is asking Colin to meet for lunch.

Hiromi: Hello Colin, how's it going?

Colin: Not too much, What's up?

Hiromi: I was wondering if you would like to grab lunch and catch up.

Colin: Okay, what about Tuesday?

Hiromi: Sorry, but I'm busy then. How about Wednesday?

Colin: That's fine for me.

Hiromi: Great, let's meet at that new sushi restaurant.

Colin: Okay, see you then.

Hiromi: See you.

YOUR TURN!

Let's arrange to meet in the following situations.

Here are some ideas for situations:

1. You want to arrange a meeting with your boss.
2. Your colleague is asking you to meet for dinner.
3. You need to meet your team to talk about safety measures.
4. Your idea!

Click [here!](#) for more advice and techniques for Meeting English!