

## Lesson 22: How to Make an Appointment

By Xandra

### 1. Dialogue

*First, repeat after your tutor. Then, practice each role.*

Akihiro: Hello. Can I please speak to Mr. Stewart?

John: I'm afraid he's in a meeting until lunch time. Can I take a message?

Akihiro: Well, I was hoping I could arrange an appointment with him. Who am I speaking to?

John: This is John, Mr. Stewart's assistant. May I know who's calling?

Akihiro: Hello, John. I'm Akihiro from ABC Company. Will you be able to tell me Mr. Stewart's availability?

John: Sure, sir. Let me check his diary. Hang on a minute.

Akihiro: If possible, I'd like to meet with him next week on Wednesday, the 15th.

John: Oh, he'll be out of the office all day on the 15th. **Is the 18th convenient for you?**

Akihiro: Yes, I could make it on the 18th. Shall we say around 1:00PM?

John: Perfect! I'll inform Mr. Stewart. We'll be expecting you in the office.

### 2. Today's Phrase

*First, repeat after your tutor. Then, make a few sentences using Today's phrase.*

1. **Is next Monday convenient for you?**
2. What about on the 25th of June? **Is that convenient for you?**
3. I can only see you at 8:30AM. **Is that time convenient for you?**

\* Is ... convenient for you? / ...はあなたにとってご都合良いですか?

### 3. Your Task

*You are a sales person and you'd like to show your product to a big company. Fortunately for you, when you called the office, the CEO (=your tutor) was the one who answered. How will you set an appointment with someone very important?*

### 4. Let's Talk

*Is it customary for the Japanese to always be on time? If someone is late for his/her appointment with you, how would you react? Have you ever been late for an appointment? If yes, tell your teacher all about it.*

### 5. Today's photo

*Describe the photo in your words as precisely as possible.*



Image courtesy of magerymajestic / FreeDigitalPhotos.net