

## Making Arrangements: Telephone Appointments

Below is the script for *Telephone: Appointments*. Mark the stressed and unstressed syllables in each

line, using the following symbols:

□ stressed syllable

- unstressed syllable

P pause

The first two lines are given as examples. When you have finished, listen to the recording and check your answers.

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, Mister 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 four fifteen next Wednesday, in Mister Hibberd's office?

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

Michelle: Okay, then. Bye.

When you have finished and checked your answers, read the script aloud with a partner, tapping on the table with your hand on every stressed syllable.

### KEY

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:

□ - □ - - □ - - □ - - □ - □ P - □ -

Well, I'd like to arrange an appointment to see him, please. It's Peter

□ - - □

Jefferson here.

Michelle:

□ - - □ - - □ - - - □ - - - □ □ - - □ - - P

Could you hold on for a minute, Mister Jefferson. I'll just look in the diary.

□ □ - □ - - - □

So when's convenient for you?

Peter:

□ - - □ - □ - - P - □ - - - □ - □ - - -

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

Michelle:

□ - □ - □ P □ □ - - □ - - □ - - - □ -

Wednesday . Let me see . He's out of the office all morning. But he's free in

- - - □ □ - - - □

the afternoon, after about three.

Peter:

□ - □ - □ - - P - - □ □ - □ - □

Three o'clock is difficult. But I could make it after four.

Michelle:

- - - - □ - □ - □ - - □ - □ - □ -

So shall we say four fifteen next Wednesday, in Mister Hibberd's office?

Peter:

□ □ - □ □ - - □

Yes, that sounds fine. Thanks very much.

Michelle:

- □ - □

Okay, then. Bye.

Below is a brochure of a hotel in Bandung, write down your arrangement for a visiting the hotel!

1. What is the purpose of your visit?
2. How long will you stay in the hotel?
3. What room will you book and how many?
4. What facilities will you use during your visit?
5. Who will accompany you during your visit?

## Accommodation



Superior Rooms  
 Grand Deluxe  
 Executive  
 Nakula / Sadewa Suite  
 Malabar Suite  
 Priangan Suite  
 Garuda Suite

## Room Rates

	Rate	Special Offer
Superior	Gretong	USD. 66.00
Grand Deluxe	USD. 140.00	USD. 84.00
Executive	USD. 160.00	USD. 96.00
NAKULA (Two Bedroom Suite)	USD. 220.00	USD. 132.00
SADEWA (Two Bedroom Suite)	USD. 250.00	USD. 150.00
MALABAR (Deluxe One Bedroom Suite)	USD. 450.00	USD. 270.00
PRIANGAN (Deluxe One Bedroom with Suite and Terrace)	USD. 500.00	USD. 300.00
PANDAWA (Deluxe Two Bedroom with Suite)	USD. 800.00	USD. 480.00
GARUDA SUITE (Presidential Suite)	USD. 1000.00	USD. 600.00

## Our Reservation

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