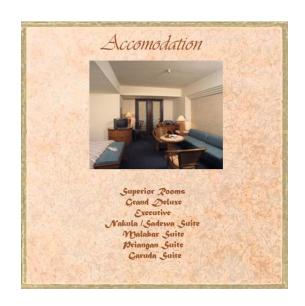
Making Arrangements: Telephone Appointments

Below is the script for Telephone: Appointments. Mark the stressed and unstressed synables 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?



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 Revervation

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