

Lesson 25: Making Appointments

By Xandra

1. Dialogue

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

Yuki works as an assistant for Mr. Rogers. Part of her job is to set appointments for her boss.

James: Hello. I'd like to speak to Mr. Rogers, please.

Yuki: He's not in at the moment. I'm Yuki, Mr. Rogers' assistant. How may I help you?

James: I'd like to set an appointment with Mr. Rogers.

Yuki: May I know who's calling?

James: This is James Barnes from Hydra Computers. Will he be in the office tomorrow?

Yuki: Let me **refer to** his schedule. Hold on a minute, sir. (After a while) Mr. Rogers is available at 11:00AM tomorrow.

James: That's wonderful Yuki. Thanks for your help.

2. Today's Phrase

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

1. If you have any questions, please **refer to** the manual.
2. A: How did you figure out the answer?
B: I just **referred to** the textbook.
3. Mr. Barnes **refers to** stock market reports before he makes business decisions.

* **refer to** ~ / ~を参照する

3. Your Task

You would like to set an appointment with a client (=your tutor) for a business proposal. Call him/her and arrange a meeting. You should say your purpose and make him/her agree to meet you. Set a date, time and place in your most professional way.

4. Let's Talk

Are you good at setting appointments? Why or why not?

How do Japanese businessmen set appointments?

Is it appropriate to set an appointment through text messaging? Why do you say so?

5. Today's photo

Describe the photo in your words as precisely as possible.



Image courtesy of photostock / FreeDigitalPhotos.net