

Lesson 25: Making Appointments

By Xandra

1. Dialogue

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

Yuki is Mr. Rogers' assistant. Part of her job is to set appointments for her boss. She's advising James Barnes to arrange an appointment with Mr. Rogers.

Yuki: Steve Rogers' office. This is Yuki speaking.

James: Hello. Is Mr. Rogers in today?

Yuki: He's in a meeting at the moment. May I know who's on the line?

James: I'm James Barnes from Hydra Computers. I was in your office yesterday, but I wasn't able to meet Mr. Rogers.

Yuki: Mr. Rogers is very busy nowadays. It would be best to have an appointment, sir.

James: I see. What time is he available today?

Yuki: Let me check today's schedule. (After a while) **So far**, he doesn't have anything set for 4:00PM.

James: Wonderful! I'll be there on time. Thank you, Yuki.

2. Today's Phrase

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

1. A: I heard you have just opened a new shop. How's your business going?

B: It's coming along well **so far**.

2. **So far**, the managers have not come up with a decision.

3. A: Have you heard from Jack?

B: **So far**, there's been no word from him.

* **so far** / 今のところ

3. Your Task

Your boss has asked you to set an appointment with an important client. When you call the client's office, an assistant (=your tutor) answers. Explain your purpose to the assistant and ask for help in setting up an appointment with the client.

4. Let's Talk

Have you ever arranged a business appointment in the past?

Tell your tutor about it.

What is the best time to call and set up an appointment? Why do you say so?

What is the best way to say "NO" to a salesman who's asking for an appointment with you?

5. Today's photo

Describe the photo in your words as precisely as possible.



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