

## 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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