

Lesson 26: Cancelling an Appointment

By Xandra

1. Dialogue

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

Ai is supposed to meet Mr. Murdock tomorrow but she won't be able to do so. She's talking to Mr. Murdock on the phone to cancel the appointment and to apologize for the change.

Ai: Hello, Mr. Murdock. It's Ai Nakamura. We spoke on the phone yesterday.

Mr. Murdock: Hello, Ms. Nakamura. I believe we have an appointment tomorrow.

Ai: That's right, sir. But I'm sorry. I'm going to have to cancel our meeting.

Mr. Murdock: Can I ask why?

Ai: Something has come up and I need to fly to Japan tomorrow.

Mr. Murdock: Don't worry about it. When can we reschedule?

Ai: I might need to stay in Japan for a month.

Mr. Murdock: I see. **In case** you come back early, give me a call. I'll see you when you get back.

Ai: Thank you, sir. Again, I'm sorry for cancelling our appointment.

2. Today's Phrase

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

1. Take this umbrella with you **in case** it rains.
2. Who would you call **in case** of an emergency?
3. **In case** you've forgotten, you have a meeting with Mr. Lee this afternoon.

* **In case** ~ / ~の場合に備えて

3. Your Task

You are a receptionist at a clinic. One of the doctors has suddenly announced that he's been called for an emergency operation. You have to inform the patients (=your tutor) who are waiting at the clinic that their doctor's appointment has to be cancelled, and explain why. Ask them if they'd like to reschedule for the next day.

4. Let's Talk

What are the dos and don'ts when cancelling an appointment?

For what reason should one cancel an appointment?

How often do you cancel appointments? Explain your answer.

5. Today's photo

Describe the photo in your words as precisely as possible.



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