

Lesson 26: Cancelling an Appointment

By Xandra

1. Dialogue

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

Ai won't be able to make it to her appointment with Mr. Barton. She is now talking to Mr. Barton's assistant, Emma. Emma will help Ai to reschedule the appointment.

Ai: Hello. I'd like to speak to Mr. Barton, please.

Emma: Good afternoon. This is Emma, Mr. Barton's assistant. May I ask who's calling?

Ai: My name is Ai Nakamura. I work for Hydra Computers.

Emma: Yes, Ms. Nakamura. How can I help you?

Ai: I'm supposed to meet Mr. Barton tomorrow. I'm afraid I'll have to **call off** the appointment.

Emma: I see. Would you like to reschedule it?

Ai: Yes. I would appreciate it if you could move it to another date.

Emma: I can reset it to Wednesday, next week. How's that for you?

Ai: Great! Thank you, Emma.

Emma: It's only a tentative date right now, Ms. Nakamura. I'll have to confirm the time with Mr. Barton. Please call me again for confirmation.

2. Today's Phrase

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

1. Due to lack of preparation, the committee decided to **call off** the seminar.
2. Did you hear what happened? Jack **called off** the wedding.
3. The search for survivors was **called off** on account of the worsening weather.

* **call off** ~ / (予定など)を中止する

3. Your Task

Your boss has several meetings today. Three businessmen have called, saying that they can't make it to the meeting. Here are the callers' names and their reasons for cancelling their appointments: 1) Nick Fury: his flight got delayed, 2) Bob Dylan: he has a family emergency, 3) Jack Johnson: he is sick. In the most professional way, inform your boss (=your tutor) of these cancellations.

4. Let's Talk

How do you politely cancel an appointment?

Do you get upset when someone cancels their appointment with you?

Explain your answer.

When should you get notified of a cancellation: a day before, or a few hours before, or minutes before the appointment? Explain your answer.

5. Today's photo

Describe the photo in your words as precisely as possible.



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