

Making Appointments

I'd like to make		next Saturday at eight o'clock.
I want to schedule	an appointment for	tomorrow night at nine.
I need	a reservation for	as soon as possible.
Could I make		tonight at nine?

- A:** Jenkowicz Dental Clinic. Can I help you?
B: I need to schedule an appointment for tomorrow morning at 9.
A: Let me check. I'm sorry but there's nothing available tomorrow.
B: Well, I need an appointment for as soon as possible.
A: Ok, can you come in on Saturday morning at 9?
B: Yes, that sounds good.
A: Great, can I have your name and phone number please?
B: Sure, it's Margaret Wayne. The number is 212, 963, 0114.
A: Ok, that's 212, 963, 0114. And your name is Margaret?
B: That's right.
A: Great Margaret. We'll see you on Saturday morning.
B: Thank you so much.

- A:** Dupont Burger.
B: Hey, could I get a table for tomorrow around four?
A: How many in your party?
B: There are six of us.
A: Sorry, I don't have a table that size at that time. I could probably squeeze you in around five.
B: Okay, that sounds good.
A: Great. What's your name?
B: It's Steve Holt.
A: Ok. Steve. Can I just get your phone number please?
B: Sure. It's 570, 317, 4242.
A: Great. Take it easy.
B: Thanks. You too.

Make an appointment for		Make a reservation for	
Wednesday at nine at The Dakei Health Spa.	Friday afternoon at Pete's Podiatry Office.	Friday night at Dumont Burger.	November third at Best Trade Hotel.
Sunday morning at Wilson Dental office.	Monday at five at Paul's Auto.	Saturday night at the Carlton Club.	Thursday afternoon at Ami's Nails.
tonight at six at Jane's Hair Salon.	Tuesday at three at Chezwick Eye Clinic.	this afternoon The Greasy Spoon.	Sunday morning at Glider Diner.

About the worksheet

Making appointments and reservations is really helpful in any language. I tend to teach that serious things like doctor and clinics are appointments and light things are reservations. When we're talking we might really mix those things but that tends to be the main difference.

The conversations in this worksheet use the fairly formal speaking style in the first case and the casual style in the second.

Watch out for the language in the example section. One example is a question and has the question mark highlighted to correspond with "could I?" As long as students don't get mixed up you'll be alright.

The last section offers replacement drills for students to practice with the conversation. I like to have them do it back to back so they have to really focus on speaking and listening very clearly.

Using the worksheet

Students talk about the topic.

Go to the worksheet for listening practice.

Have students practice in pairs and move to the replacement drills.

Students go back to open conversation.

Like what you see, want to see more? Notice a typo mistake or error? Have a suggestion about how to make this sheet or the website itself better? Get in touch.

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