

# Lesson 3 Making an appointment

## Making an appointment

### Vocabulary

return to your call	あなたに折り返し連絡（電話）する
have in mind	覚えておく
upcoming	次の、今度の
convenient	都合のよい
stop by	立ち寄る
flexible	融通が効く
sometime this week	今週のいつか
partnership agreement	業務提携契約

### Let's talk

Robert returns Jane's call and makes an appointment with her.

Robert: Hi, Jane. It's Robert Morgan. I'm returning your call.

Jane: Thank you for calling me back. I need to prepare you for the upcoming court date. Can you stop by my office sometime this week?

Robert: What day did you have in mind?

Jane: My schedule is flexible. Any day that is convenient for you.

Robert: I have time Friday morning. Let's say around 10.

Jane: That's perfect. Please remember to bring a copy of the partnership agreement.

Robert: Okay. Let me confirm the appointment. It's Friday morning at 10 at your office.

Jane: That's correct. I'll see you then. Take care.

## Expressions

1. **I'm returning your call.** あなたの電話に折り返しています。  
 My secretary said you called.  
 I got your message.  
 I was told to call you.
  
2. **I have time Friday morning.** 私は金曜日の朝に時間があります。  
 Friday morning I'm free.  
 I'm not too busy Friday morning.  
 There's nothing on my schedule Friday morning.
  
3. **Let me confirm the appointment.** 予定について確認させて下さい。  
 Let me make sure I have the right day and time.  
 I'll confirm the date by email.  
 To confirm our appointment, it's Friday.

### Situation 1

Your partner is returning your call. Use the information below to talk about what the matter is and make an appointment. Have a conversation for each case and switch roles.

	What you need to do	Your schedule	What your partner needs to bring
<b>1</b>	need to meet your partner to explain the contract	open next week	a copy of ID
<b>2</b>	need to meet your partner to discuss the contract details	available next week, but only in the morning	the client's proposal

### Situation 2

You and your partner often meet to study English together. You want to meet him/her some day next week. Call your partner and set up the time and the place. Also talk about what you both need to bring.

What you need to do	Your schedule	What your partner needs to bring

With: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Place: \_\_\_\_\_  
 Note: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

