

# Lesson 4 Making an appointment 2

## Telling your unavailability

### Expressions

I'm sorry. I don't think I can make it then.

申し訳ございませんが、その時間は困難となっております。

- I'm sorry but I'm tied up that day.  
申し訳ございませんが、その日は、予定が詰まっております。
- I'm afraid I have another appointment at that time.  
恐れ入りますが、その時間は別件が入っております。

### Let's talk

teacher: I'd like to meet you next Wednesday.

student: I'm sorry. I don't think I can make it then. Are you free on Thursday?

teacher: That sounds good to me.

### Questions

1. What do you say when you are not available at the time you are asked?
2. What do you say when you would like to advise another day?

## Cancel your appointment

### Expressions

I don't think I'll be able to come to the meeting today.

今日のミーティングにお伺いできそうにありません。

Something has come up.

急用ができました。

Is it possible to change our appointment?

お約束の日程を変更する事は可能でしょうか？

### Let's talk

Teacher: I'd like to confirm our meeting at 3pm today.

Student: I'm sorry. I don't think I'll be able to come to the meeting today.

Teacher: What's the matter?

Student: Something has come up. I have to go to Hong Kong. Is it possible to change our appointment?

Teacher: I'll be busy this week, I'll try to make some time. Why don't I call you back?

### Questions

1. What do you say when there is a change in your schedule?
2. What do you say when you want to change the appointment?

Let's try

Please complete the following conversations.

1. David: If it's alright, I'd like to meet you on Thursday.

You: I'm sorry. ----- I can -----.

2. . Tom: Are you available on this Friday?

You: I'm sorry but I'm ----- that day.

3. Tom: I'd like to confirm our meeting today.

You: I'm sorry, but I don't think ----- to make our appointment today.

Tom: What's the matter?

You: -----has -----.

Is it ----- to ----- our appointment?

4. George: Hello. If it's alright, I'd like to have a meeting with you next Monday.

You: -----, I'll be available next Tuesday.

5. Nick: I'd like to confirm our meeting today.

You: -----.

Nick: Alright. Let's rearrange our meeting.