

9

Changing appointments

Vocabulary

a few minutes

少しの時間

I'm afraid

恐れ入りますが

nothing serious

深刻な事ではない

notice

気がつく

double book

二重に予約をする、ダブルブッキング

ideal

理想的な

the week after

次週

reschedule

計画を変更する

Dialogue

Mike: Hi, Susan. Do you have a few minutes?

Susan: Sure. What can I do for you?

Mike: I'm afraid we have to reschedule our appointment.

Susan: Is something wrong?

Mike: No, it's nothing serious. I just noticed that I double booked that time slot.

I apologize for the inconvenience but can we move our appointment to the week after?

Susan: That's no problem. We can reschedule for Mon, Tues, or Thurs.

Mike: Monday afternoon would be ideal.

Susan: I'll put you down for Monday afternoon then.

Mike: Thank you, Susan. I look forward to seeing you.

 Questions

1. What kind of excuses have you made to change or cancel appointments?
2. Do you have friends who always change / cancel appointments? What do you think about that?

 Expressions

Do you have a few minutes? 少しお時間いただけますか？

Are you busy right now?

Can you talk right now?

Can you spare a few minutes?

I'm afraid we have to reschedule our appointment.

恐れ入りますが、私達の予定の変更をしないといけません。

I'm sorry to tell you this but we have to reschedule our appointment.

I hate to ask you this but can we reschedule our appointment?

I have some bad news. We have to reschedule our appointment.

I'll put you down for Monday afternoon then.

それでは、月曜日の午後に予定を入れます。

I'll book you for Monday afternoon then.

We can reschedule for Monday afternoon then.

I'll write you down for Monday afternoon then.

 **Exercise**



Situation 1

You have to fly to Mexico to see a branch manager and take care of an urgent matter in the factories. However, you have a very important meeting tomorrow with a client about a major contract.

Think about which is more important and call the other party to postpone the meeting. Your partner plays the role of the other party. Have a conversation with your partner and take turns.

Situation 2

You have some appointments this week. However you have to go on an unexpected business trip to Australia this week. Call the people (your partner) and postpone the appointments for next week.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4  Urgent trip to Australia	5 Meeting with Mr. Lloyd	6	7 Dentist (Dr. Daniel) 11 PM	8 Lunch with Ms. Ricks	9	10 
11	12	13 Visit the distributing company (1 - 5 PM)	14	15 Prepare for the presentation	16	17