

Sara's SETTING UP APPOINTMENTS AND MEETINGS

E-mails have become the standard form of communication, with telephoning a close second. The terminology for both are pretty much the same when setting up appointments and meetings. There are a few terms that are used in telephoning that aren't used in e-mails. They have been designating: (*telephone*). This list is only available in English.

Making an appointment / setting up a meeting

I'd like to make an appointment with . . .
Would it be possible to make an appointment
with . . . ?
I was wondering if it would be possible to make
an appointment with . . .

Could we meet some time soon?
Could we meet about this?

When could we meet?
When could I see you?
When can/could we get together (on this)?

Arranging day and time

When?
What day / time would you prefer?
What day / time would suit you best?
What day / time would be most convenient for
you?
What day / time works for you?

What time of day ...?
What time would suit you?
What time would be most suitable for you?
When..do / would / could..you have time?

Can we agree on a time?
Shall we say ...?

Would . . . (day)..at . . . (time)..suit you?
Can you manage . . . (day)..at . . . (time)?

How long do you think we'll need?
How much time do you think..we will /
we'll..need?

When will you be arriving (in ...)?

Arranging place

Where?
Where should we meet?

What about if we meet at ...?
What about meeting at ...?

Why don't we meet at ...? I suggest we meet at ...
Let's meet at ...
(also any from making alternative suggestions)

What's the address?

Do you know the address?
Do you know how to get..here / there?

Should I take a..cab / taxi?
Shall I pick you up at ...?

Just to make sure I've got the time and
place..right / correct ...

Checking on availability

(telephone) Just a moment / Hold on / Hang on /
Wait a minute.., I'll check.
Let me..check / consult..my diary /
appointment book / (time) planner /
organizer.
Let me..have / take..a look at my calendar.

Accepting time and place

(telephoning) Good / Great / Fine with me.
OK. Let's meet..here / there.
Suits me fine.
It works for me.

I'll be there.
I'll be waiting for you in / at ...
I'll come and pick you up at your hotel at ...

Declining arrangements and suggesting alternatives

Sorry, I'm already booked.
Sorry. That won't work.
No. I'm sorry. That won't work.
That's too early.

(telephone) Wait a minute. No, sorry. I've got
something else then.
I've got something else then.
I'm afraid I've got something else on...
I'm afraid I won't be in the office on . . . (day).

I'm sorry, but . . . (day/time) doesn't suit me at
all.
I'm afraid I can't..manage / make . . . (day/time).

I'm free on ...
I could make it on ...
What about...
How about . . . (day/time)?

Is . . . possible?

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Could / Can..you manage . . . (day)..at . . . (time)?
Can we put it off till (day) / the..(date)?

Confirming time and place

Just to confirm ...

So, we're meeting in . . . on . . . at . . .

(telephoning) Right, so it's ...

(Ten o'clock) it is then. (*insert the time you have decided on*)

When you get here, all you have to do ...

(*See also: Directions*)

Confirming information

Yes, that's..right / correct.

Yes,..of course / certainly.

You've got it.

(No,) I'm afraid that's not quite..right / correct.

It should..be / read (as follows)...

Confirming arrangements

Yes, that's fine.

Yes, that would be fine.

Yes, that suits me fine.

That works for me.

Leaving things open (when you've been unable to reach an agreement)

Let's leave it like that (for now).

Let's leave it at that (for now).

Let's leave it open for the time being.

Let's decide later, shall we?

OK, I'll get back to you later on that.

OK...we'll / we can / we'll have to..improvise /
play it by ear / take it as it comes.

I'm afraid I'll have to get back to you on that.

Confirming details

(*Note from Sara: "Well" and ",then" are typically used in telephoning when indicating the conversation is coming to a close. Leave them out for an e-mail.*)

Well, I look forward to /

I'm looking forward to...

..it.

..hearing from you..later today / tomorrow
/ later this week (,then).

..hearing from you on . . .

..receiving the contract by fax (,then).

..meeting / seeing.. you.. next week /
etc...(,then).

Well, see you on . . . (,then).