



# MEETINGS

## Warmer

We tend to live a **busy life**, so time is valuable to us. The **key to success** is effective scheduling; to **achieve** that goal we could use sophisticated software or simply a calendar and a pencil.

## SCHEDULING A MEETING

How do you organize your day or schedule at work? What do you use to **record meetings** and such? Do you have a **PDA**, a smart phone, or an **appointment book**? Do you do the same in your personal life?

## USEFUL PHRASES

PHRASES	PLAN
<ul style="list-style-type: none"><li>▪ Check availability of a room / person / audiovisual materials / etc.</li><li>▪ Confirm / cancel / change a meeting / reservation</li><li>▪ Book a conference room</li><li>▪ Check schedule / appointment book / diary / personal planner</li><li>▪ Let's try to meet on (day) ... at (time of day)</li><li>▪ I'm open in the mornings / afternoon / evenings</li><li>▪ That is a better time / day for me.</li></ul>	<ul style="list-style-type: none"><li>▪ Arrange</li><li>▪ Add / erase</li><li>▪ Set a date / a time</li><li>▪ Time slot</li><li>▪ Forget</li><li>▪ Priority</li><li>▪ Appointment</li><li>▪ Jot down / write down</li><li>▪ Use Skype / Facetime</li><li>▪ Propose</li></ul>



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