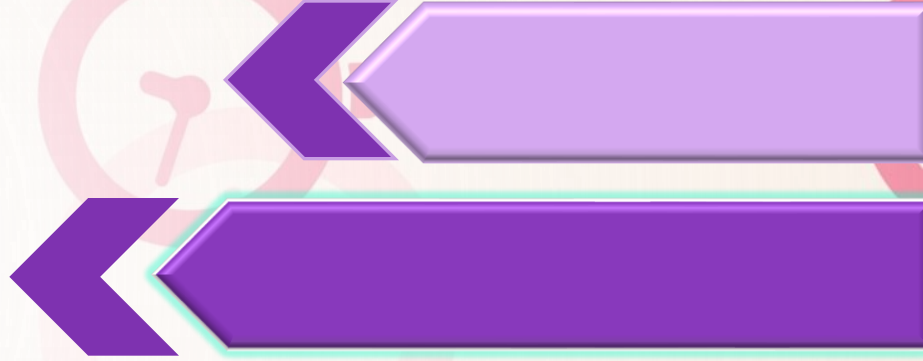


4

Unit



Appointments



I have an appointment
with John.

appointment

Can I make an
appointment, please?

a nine o'clock
appointment



คำกริยาที่ใช้กับ appointment

have

postpone

make

miss

cancel

keep



an appointment



Simple Sentences about appointments

Asking to meet

Are you available tomorrow?

Can we meet on Tuesday morning?

Will September 27 suit you?

Would 1 p.m. suit you?

Is tomorrow convenient for you?

Can I make an appointment for Friday 10 o'clock?





Simple Sentences about appointments

Agreeing on the date or time

Yes, tomorrow morning is fine.

Wednesday afternoon suits me.

9 o'clock would be OK.

Next monday is OK.

Tomorrow will be fine.

Yes, I can see you at eleven o'clock.





Simple Sentences about appointments

Changing a date or time and suggest a different date or time

I won't be available that day.

I won't be available at that time.

I'm afraid I can't come on Friday morning. How about Friday afternoon?

I don't think I can come tomorrow. What about next Monday?

I'm sorry I can't make it on Thursday. Could we meet on Friday instead?

Sorry, I've already made an appointment on that day. What about April 25th?

Sorry, I've already got an appointment at that time. Can you fix another time, please?



Note

How about? และ
What about?
สามารถใช้ในการถามเพื่อ
เสนอแนะวันเวลาอื่นได้
เหมือนกัน



Making an
appointment

Keeping an
appointment

เป็นเรื่องสำคัญที่นัดหมายไว้แล้ว ก็ควรจะไปตามนัด

Words that show time

on

- I have an appointment to see my customer on Tuesday.

for

- Can I make an appointment for tomorrow.

at

- She made an appointment for Tuesday morning at 10 a.m.

this

- I am going to play golf with my customer this weekend.

in

- I will meet my client in two hours.

next

- Will you see him next week?

Preposition with different time expressions

Prepositions	How to use	Examples
at	times of the day	at 6 o'clock, at midday, at sunset, at breakfast
on	days and dates	on the 9 th of April, on Monday, on Tuesday, on Christmas
in	part of the day, months, years, seasons and longer periods of time	In the morning, in March, in 1979, in (the) summer
No preposition	some time words	Tomorrow, yesterday, next, last



Rescheduling an Appointment



I have a conflict in my schedule.



I have a conflict on Monday.



Rescheduling an Appointment

Can / Could I move my appointment to another day?

Can / Could I move my appointment to another time?

Can / Could I reschedule for Wednesday morning?

Can / Could I reschedule for February?

Can I make it Wednesday?





Arranging a meeting

Arranging a meeting

คือการนัดประชุมหรือการนัดหมายกับคน
จำนวนมาก

