

Arranging to Meet

1 Look at this conversation. What words do you think go in the spaces? Write in pencil, and compare with your partner.

Andrew Hello Jane.

Jane Hi there Andrew – how’s everything going?

Andrew Not bad thanks. Listen, go out for dinner next week?

Jane Yeah,! When?

Andrew Tuesday evening?

Jane Sure. What time meet?

Andrew 6:30?

Jane OK. Where meet?

Andrew at the café in the station?

Jane Great. So, I’ll see you on Tuesday at 6:30,



Now listen to your teacher read the conversation. Make a note of any differences.

2 Look at this conversation. What words do you think go in the spaces? Write in pencil, and compare with your partner.



Julia Hello Peter!

Peter Oh hello, Julia.

Julia Peter, go for a drink tomorrow evening?

Peter I have a meeting then.

Julia Oh, OK.

Peter Yeah.

Now listen to your teacher read the conversation. Make a note of any differences.

3 Key Points! Write an example for each of the following:

- Inviting someone > _____
- Accepting an invitation > _____
- Declining an invitation > _____
- Suggesting something > _____
- Agreeing > _____
- Confirming > _____

Arranging to Meet: Teacher's Notes

| | |
|--------------------------|---|
| Target Structure: | Inviting, Suggesting, Confirming, Declining |
| Vocabulary: | General |
| Level: | Elementary, Pre-Intermediate |
| Time: | 30 minutes+ |
| Preparation: | None |

Suggested Teaching Method

This handout teaches lots of functions all demonstrated in a realistic conversation. Use this to practice the target structures, and then get students to make their own conversations without using the text.

- 1 Give one handout to each student. Ask them to read the first conversation and check that they understand the vocabulary. (It should be quite easy.) Tell students to work alone and guess which words should go in the spaces. Write the answers in pencil. Give a time limit of two or three minutes. Students should then work in pairs.

Tell students to listen to the actual conversation. (This can be found on the next page.) Read the conversation to the students out loud. Students should make a note of any differences between the listening and what they have written. Get students to check their answers in pairs. Finally, go through as a group.

- 2 Repeat steps one and two for the second conversation.
- 3 Finally, students should write an example from the conversations of each of the functions. Explain the vocabulary ("suggesting") where necessary.

Additional Ideas

- 1 For many students, the most difficult part of this is the inviting function. This could be drilled quite easily. On the board, write 'Would you like to XXX this weekend?' Conduct a drill in which students need to think of the verb.

e.g. (T=Teacher S=Student)

T: *Shopping*

S: *Would you like to go shopping this weekend?*

T: *Dinner*

S: *Would you like to have dinner this weekend?*

Write up some of the more problematic collocations on the board. This can be extended to include accepting and declining.

- 2 Students can go around the room, inviting each other to different events.

(The conversations and answers can be found on the next page.)

Conversations: You need to bring this to the lesson!

- ①
- Andrew Hello Jane.
- Jane Hi there Andrew – how's everything going?
- Andrew Not bad thanks. Listen, would you like to go out for dinner next week?
- Jane Yeah, I'd love to! When?
- Andrew How about Tuesday evening?
- Jane Sure. What time would you like to meet?
- Andrew How about 6:30?
- Jane OK. Where would you like to meet?
- Andrew How about at the café in the station?
- Jane Great. So I'll see you on Tuesday at 6:30, then.
- ②
- Julia Hello Peter!
- Peter Oh hello, Julia.
- Julia Peter, would you like to go for a drink tomorrow evening?
- Peter I'm afraid I can't. I have a meeting then.
- Julia Oh, OK. Maybe some other time.
- Peter Yeah. Thanks anyway.

Example answers

- ③
- | | | |
|-------------------------|---|--|
| Inviting someone | ➤ | Would you like to go out for dinner? |
| Accepting an invitation | ➤ | Yeah – I'd love to! |
| Declining an invitation | ➤ | I'm afraid I can't. |
| Suggesting something | ➤ | How about 6:30? |
| Agreeing | ➤ | Sure. |
| Confirming | ➤ | So, I'll see you on Tuesday at 6:30, then. |

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