



Changing an appointment

約束を変更する

OBJECTIVES

To identify yourself
名乗る

To change an appointment
予定を変更する

To apologize for making a change
変更のお詫びをする

EXERCISE 1

Role-play : Teacher » Aidan / Student » Kylie (Switch roles after you read the dialogue)
役割 (講師 » Aidan / 生徒 » Kylie) にあわせて文章を読みましょう! ダイアログを読んだ後は役割を交代しましょう。

Aidan Ewing Partners, **Aidan Hoefstead speaking.**

Kylie Good morning, Aidan. This is Kylie Antwell.
I'm calling about my three o'clock appointment with Mr. Gertz.
I'd like to push it back to five or six, if possible.
I'm behind on my work and can't get out of the office.

Aidan OK, Kylie. Mr. Gertz is available anytime today. How's 5:30?
I can reserve a small meeting room on the 10th floor.
That room doesn't have a projector, though.
If you need a big room with a projector, you'll need to come at 4:30, unfortunately.

Kylie It's no problem to switch to the small room.
I don't need to use a projector for this meeting.
Anyway, **I'm very sorry for the last-minute change.**
I'm afraid something urgent came up.

Aidan Don't worry, I understand. I hope you get your work done.

Kylie Well, I really appreciate it. Thanks again.

EXERCISE 2 Fill in the blanks and read the dialogue.
空欄を埋めて、ダイアログを読みましょう!

Aidan Ewing Partners, Aidan Hoefstead _____.

Kylie Good morning, Aidan. This is Kylie Antwell.
I'm calling about my three o'clock appointment with Mr. Gertz.
I'd like to _____ to five or six, if possible.
I'm behind on my work and can't get out of the office.

Aidan OK, Kylie. Mr. Gertz is available anytime today. How's 5:30?
I can _____ a small meeting room on the 10th floor.
That room doesn't have a projector, though.
If you need a big room with a projector, you'll need to come at 4:30, _____.

Kylie It's no problem to _____ the small room.
I don't need to use a projector for this meeting.
Anyway, I'm very sorry for the _____ change.
I'm afraid something urgent came up.

Aidan Don't _____, _____ I hope you get your work done.

Kylie Well, I _____ it. Thanks again.

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What was the original appointment time?

Answer 1

- a. 3:00
- b. 4:00
- c. 5:00
- d. 6:00

Question 2

» What will happen at 5:30?

Answer 2

- a. Kylie will meet Mr. Gertz.
- b. Aidan will reserve a larger room.
- c. The office will close.
- d. Mr. Gertz will return home.

EXERCISE 3

Practice speaking using the following scenarios.
それぞれの状況に沿って、スピーキングを練習しましょう!

Talk 1

You need to change a restaurant reservation.
You want to eat at 7:30 instead of 6:30.
Call the Windbreak Cafe (your teacher) and ask to make the change.

Talk 2

You are a student at a private music school.
You need to change your class time
from noon on Thursday to sometime on Friday afternoon.
Call Tuttle Music Academy (your teacher) and ask to make the change.

Talk 3

You want to change a tennis-court reservation time.
Your original reservation time is 10:15 tomorrow.
You want to start your game one hour earlier.
Call the Central City Tennis Club (your teacher) and ask to make the change.

WORDS & PHRASES | 単・熟語表現の紹介

- » switch to / ~に変更する » push back / ~を延期する、後ろにずらす » move up / ~を前倒しする、前にずらす
» reschedule / スケジュールを組み直す » be behind / 遅れている » last-minute / ギリギリのタイミングで
» urgent / 緊急の » unfortunately / 残念なことに、ご期待に添えないのですが

HOMEWORK

Writing 1

You want to change the time of tomorrow's meeting from 10:30 to 10:45.
Write a note to Margaret Miller, your coworker, and ask to make the change.

Writing 2

You want to reschedule your fitness training session from Saturday to Sunday.
Write an e-mail to Lance Merrill, your fitness trainer at Shape-Up Gym,
and ask to make the change.