

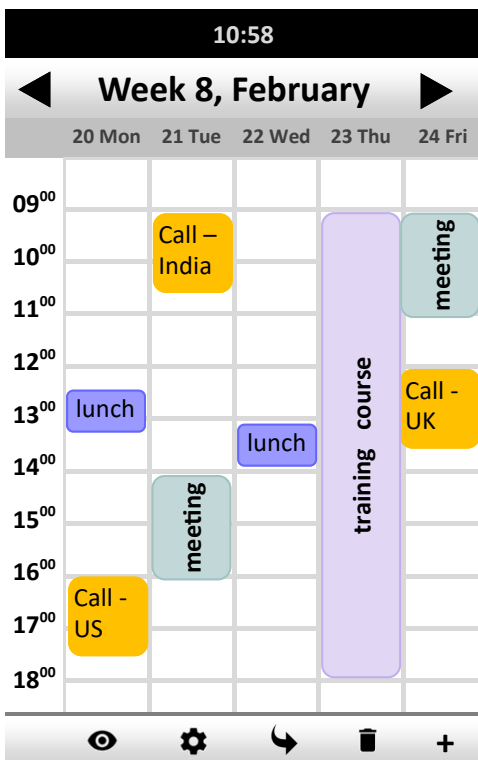


- ◊ Practice prepositions of time and dates
- ◊ Listen to someone describing their diary
- ◊ Create your own diary

Starting Off

1 Complete the sentences below using **at** or **on**.

- | | |
|--|---|
| 1 Can I see you <u>at</u> 4 o'clock today? | 6 Are you available <u>on</u> the 21st? |
| 2 Are you free for lunch <u>at</u> midday? | 7 We never have meetings <u>on</u> Friday afternoons. |
| 3 Do you work <u>on</u> Wednesdays? | 8 I leave work <u>at</u> 6pm. |
| 4 Does the training start <u>at</u> 9.30? | 9 Our visitors arrive <u>on</u> 5th June <u>at</u> half past eight. |
| 5 My vacation starts <u>on</u> July 31st. | 10 The next meeting is <u>on</u> Tuesday 7th January <u>at</u> 10:30. |



2 Listen to Alex talking about what is in his diary next week. Note some details about the appointments (1-8) below.

1	lunch - client
2	conf. call - USA
3	conf. call - India
4	meeting
5	lunch - colleague
6	training course
7	meeting
8	conf. call - UK boss

Script

I have lots of appointments in my diary next week.

First, I have to attend two meetings - one on the 21st from 2 to 4 and the other on Friday morning at 9 o'clock.

I also have three conference calls - the first on Monday the 20th at 4 o'clock with my colleagues in the US, the second on Tuesday at nine o'clock with the team in India and the third at midday on the 24th with my boss in the UK.

In addition, I have a lunch at 12.30 on the 20th with a client and another at one o'clock on the 22nd with a colleague.

Finally, I have to attend an all-day training course on the 23rd.



- 3 Work with a partner. Create six appointments (meetings, presentations, lunch etc.) in your diary on the right.
- 4 Tell your partner about the dates and times of your appointments
- 5 Listen to your partner. Note details of their six appointments below.

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

