

A2

TELEPHONING

≈ 27 MIN

Making Appointments — *three moves on paper*

You know the three moves — now pin them down on paper. New calls, the same choreography.

Three moves: **propose** · **respond** · **read it back** · **at ten** · **on Thursday** · **in the morning**

NAME

DATE

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 1 · SORT BY PREPOSITION · APPROX. 4 MIN

● ○ ○

Clock times take **at**, days and dates take **on**. Write each expression with its preposition in the right column.

half past nine

Monday morning

the twenty-third

a quarter to twelve

Friday afternoon

eight thirty

the third of June

midday

Tuesday the ninth

five past one

the second of March

half ten

AT + CLOCK TIME

ON + DAY / DATE

BRICK 2 · FILL IN THE MISSING WORD · APPROX. 6 MIN

● ○ ○

Exactly **one** word per gap — sometimes the preposition, sometimes the verb of the fixed phrase. Read the line quietly first.

- 01 Are you free _____ Tuesday, or is next week easier for you?
- 02 The training starts _____ nine, so shall we talk at eight thirty?
- 03 So that's Wednesday the ninth, _____ the afternoon.
- 04 Does eleven _____ you, or is that too early for your team?
- 05 I'm afraid I'm tied _____ all day on Monday.
- 06 Sorry, I'm not _____ then — could we say Thursday instead?
- 07 Let's _____ a call with the supplier for next week.
- 08 Just to _____ : two o'clock at your office, with Anna.

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 3 · FIND AND CORRECT THE MISTAKE · APPROX. 7 MIN



Each line hides exactly one typical German-speaker slip — sometimes a real error, sometimes just the wrong register. Underline it and write the sentence out correctly.

01 Could we meet at Thursday afternoon?

.....

02 Let's make a meeting for next Tuesday.

.....

03 I have time on Wednesday morning.

.....

04 The client is coming at fourteen o'clock.

.....

05 I have an appointment with my team at four.

.....

06 Suits you Friday morning?

.....

BRICK 4 · WRITE YOUR OWN SENTENCES · APPROX. 8 MIN



One sentence per prompt, from your own working week. Check the preposition every time — and check that your sentence really is a question.

01 Move 1 — propose a time to a colleague and offer a second one straight away: "Would ... , or ...?"

.....

02 Move 2 — decline and counter-propose in the same breath: "I'm afraid ... — could we ...?"

.....

03 Move 3 — read the slot back: weekday, date, time, place.

.....

04 Your week — say when you are genuinely available: "I'm free / I'm available ..."

.....

MINI-CHECK — CAN I DO THIS YET?

- ☐ I propose a time as a question, not as an announcement.
- ☐ When I decline, the counter-proposal comes in the same turn.
- ☐ I read the day, date, time and place back at the end.
- ☐ I say "I'm free" not "I have time", "arrange a meeting" not "make a meeting" — and "half ten" means 10:30 to me.

Not every box ticked? Walk through the lesson once more and try this sheet again tomorrow.



Answer key

Check only when you have finished. Every answer comes with the **why** — the rule matters more than the result.

BRICK 1 · SORTING

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| <p>01 at half past nine
<i>A clock time — clock times take "at".</i></p> <p>02 on Monday morning
<i>Weekday directly in front: "on", not "in".</i></p> <p>03 on the twenty-third
<i>A date — "the" plus an ordinal, with "on".</i></p> <p>04 at a quarter to twelve
<i>A clock time, even in quarters and halves.</i></p> <p>05 on Friday afternoon
<i>Day plus part of the day counts as a day.</i></p> <p>06 at eight thirty
<i>The digital way of saying a time — still "at".</i></p> | <p>07 on the third of June
<i>A full date; always say the month as a word.</i></p> <p>08 at midday
<i>"Midday" is a point on the clock.</i></p> <p>09 on Tuesday the ninth
<i>Weekday plus date — both take "on".</i></p> <p>10 at five past one
<i>A clock time; "past" and "to" change nothing.</i></p> <p>11 on the second of March
<i>A date — "on", and the month is spoken.</i></p> <p>12 at half ten
<i>A clock time; informal British English for 10:30.</i></p> |
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BRICK 2 · FILL-IN

- | | |
|---|--|
| <p>01 Are you free on Tuesday
<i>Weekdays take "on", never "at".</i></p> <p>02 starts at nine
<i>A clock time — "at" names the point.</i></p> <p>03 in the afternoon
<i>A part of the day on its own takes "in".</i></p> <p>04 Does eleven suit you
<i>"Does ... suit you?" keeps its verb.</i></p> | <p>05 I'm tied up
<i>"To be tied up" = unavailable.</i></p> <p>06 I'm not free then
<i>In a diary, having time means being free.</i></p> <p>07 Let's arrange a call
<i>Slots are arranged, never "made".</i></p> <p>08 Just to confirm
<i>Opens the third move: the read-back.</i></p> |
|---|--|

BRICK 3 · CORRECT

- | | |
|--|--|
| <p>01 Could we meet on Thursday afternoon?
<i>Weekdays take "on"; "at" belongs to the clock time.</i></p> <p>02 Let's arrange a meeting for next Tuesday.
<i>"Machen" becomes arrange, set up or schedule.</i></p> <p>03 I'm free on Wednesday morning.
<i>In a diary context you say "I'm free".</i></p> | <p>04 The client is coming at two p.m.
<i>"O'clock" pairs only with one to twelve.</i></p> <p>05 I have a meeting with my team at four.
<i>Between colleagues it is a meeting or a call.</i></p> <p>06 Does Friday morning suit you?
<i>The English question needs "does".</i></p> |
|--|--|

BRICK 4 · WRITE

Your sentences may differ — check the three moves and the preposition.

- | | |
|---|---|
| <p>01 "Would Monday at three work for you, or would Wednesday be easier?"
<i>Question form plus a second option.</i></p> <p>02 "I'm afraid Monday's completely booked — could we say Wednesday instead?"
<i>Decline and counter-proposal in one turn.</i></p> | <p>03 "So that's Tuesday the sixteenth at three, at your reception."
<i>Largest to smallest: day, date, time, place.</i></p> <p>04 "I'm free on Thursday morning and all day on Friday."
<i>"Free" not "have time"; days take "on".</i></p> |
|---|---|

NEXT BRICKS — KEEP BUILDING FREE ONLINE

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