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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

01 **at** half past nine
A clock time — clock times take "at".

02 **on** Monday morning
Weekday directly in front: "on", not "in".

03 **on** the twenty-third
A date — "the" plus an ordinal, with "on".

04 **at** a quarter to twelve
A clock time, even in quarters and halves.

05 **on** Friday afternoon
Day plus part of the day counts as a day.

06 **at** eight thirty
The digital way of saying a time — still "at".

07 **on** the third of June
A full date; always say the month as a word.

08 **at** midday
"Midday" is a point on the clock.

09 **on** Tuesday the ninth
Weekday plus date — both take "on".

10 **at** five past one
A clock time; "past" and "to" change nothing.

11 **on** the second of March
A date — "on", and the month is spoken.

12 **at** half ten
A clock time; informal British English for 10:30.

BRICK 2 · FILL-IN

01 Are you free **on** Tuesday
Weekdays take "on", never "at".

02 starts **at** nine
A clock time — "at" names the point.

03 **in** the afternoon
A part of the day on its own takes "in".

04 Does eleven **suit** you
"Does … suit you?" keeps its verb.

05 I'm tied **up**
"To be tied up" = unavailable.

06 I'm not **free** then
In a diary, having time means being free.

07 Let's **arrange** a call
Slots are arranged, never "made".

08 Just to **confirm**
Opens the third move: the read-back.

BRICK 3 · CORRECT

01 Could we meet **on** Thursday afternoon?
Weekdays take "on"; "at" belongs to the clock time.

02 Let's **arrange** a meeting for next Tuesday.
"Machen" becomes arrange, set up or schedule.

03 **I'm free** on Wednesday morning.
In a diary context you say "I'm free".

04 The client is coming **at two p.m.**
"O'clock" pairs only with one to twelve.

05 I have **a meeting** with my team at four.
Between colleagues it is a meeting or a call.

06 **Does** Friday morning **suit** you?
The English question needs "does".

BRICK 4 · WRITE

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

01 "Would Monday **at** three work for you, or would Wednesday be easier?"
Question form plus a second option.

02 "I'm afraid Monday's completely booked — **could we say** Wednesday instead?"
Decline and counter-proposal in one turn.

03 "So that's Tuesday **the** sixteenth **at** three, at your reception."
Largest to smallest: day, date, time, place.

04 "I'm **free** on Thursday morning and all day **on** Friday."
"Free" not "have time"; days take "on".

NEXT BRICKS — KEEP BUILDING FREE ONLINE

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