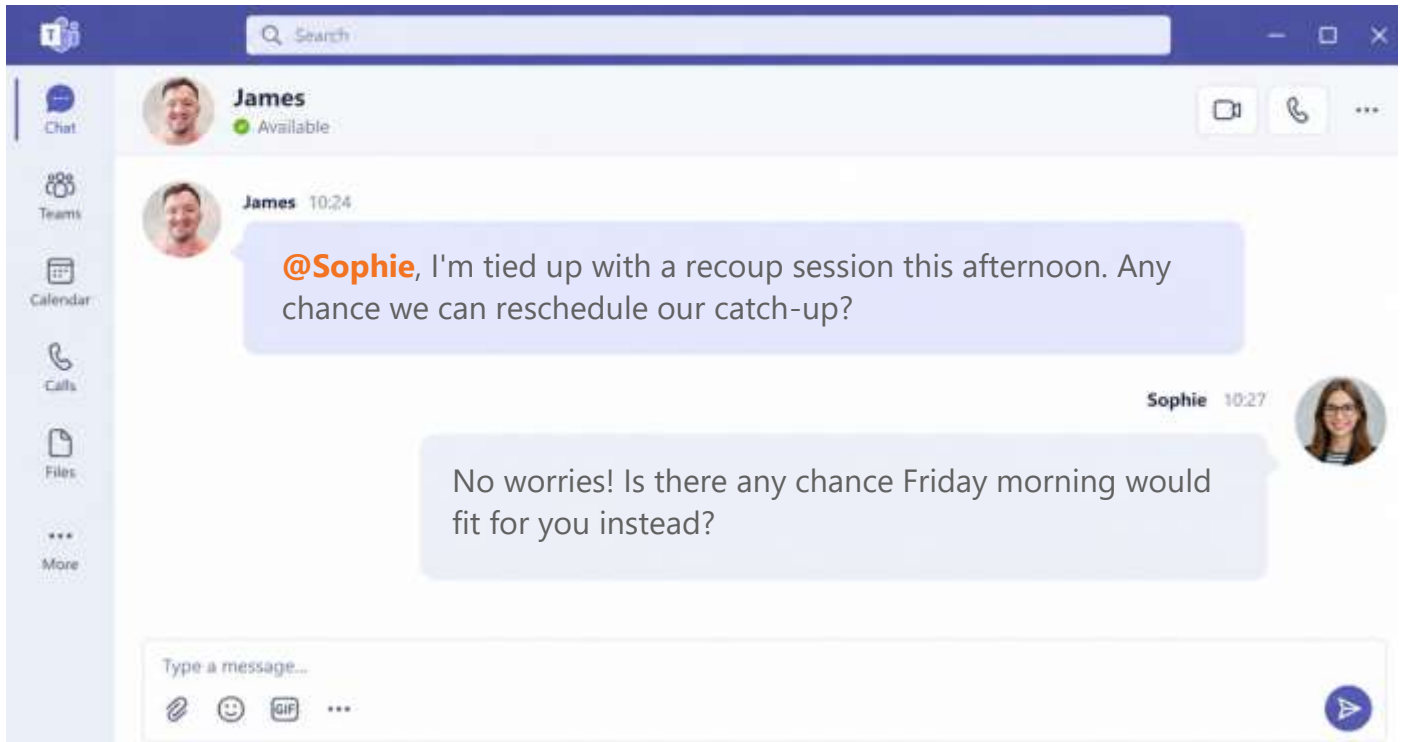


SCHEDULING MEETINGS: IMPROVING PHRASING

TASK 1:

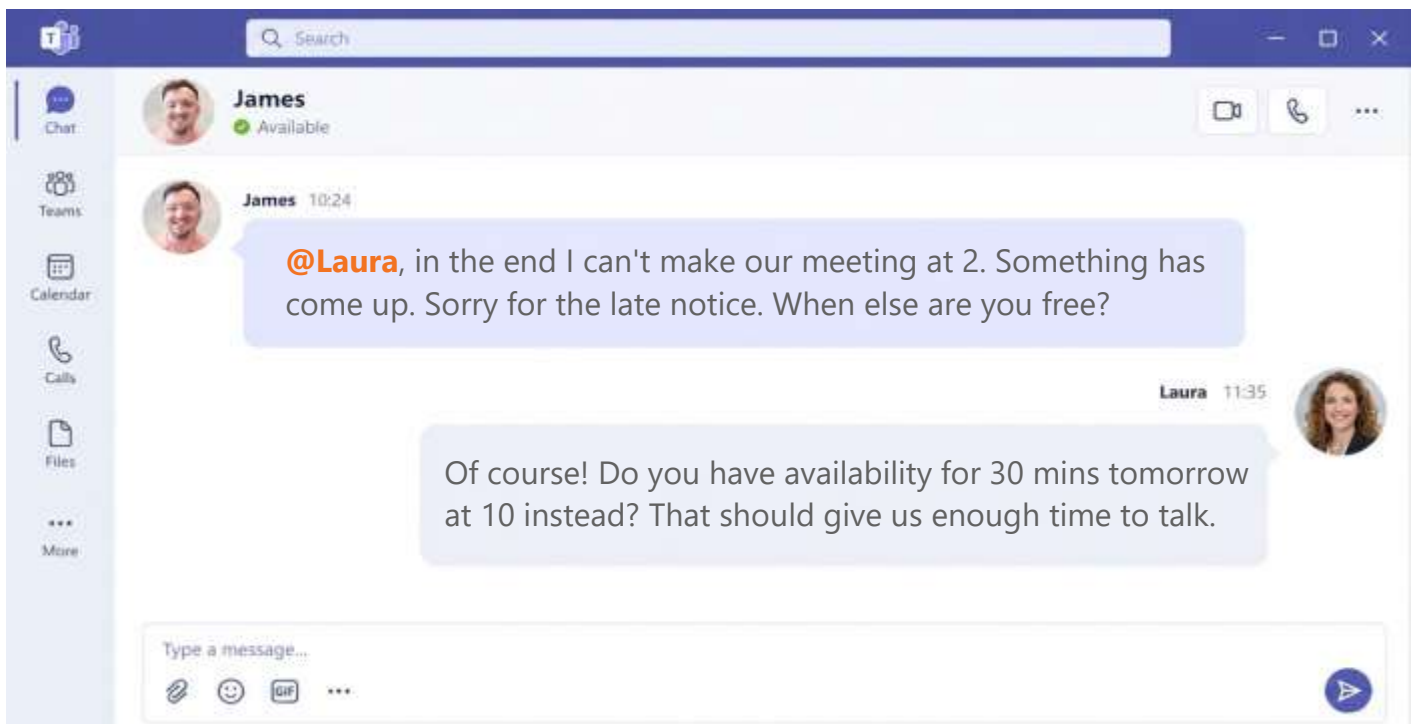
Read the chats from work colleagues setting up meetings. Find **ONE awkward phrase** in each.

CHAT 1 | JAMES & SOPHIE



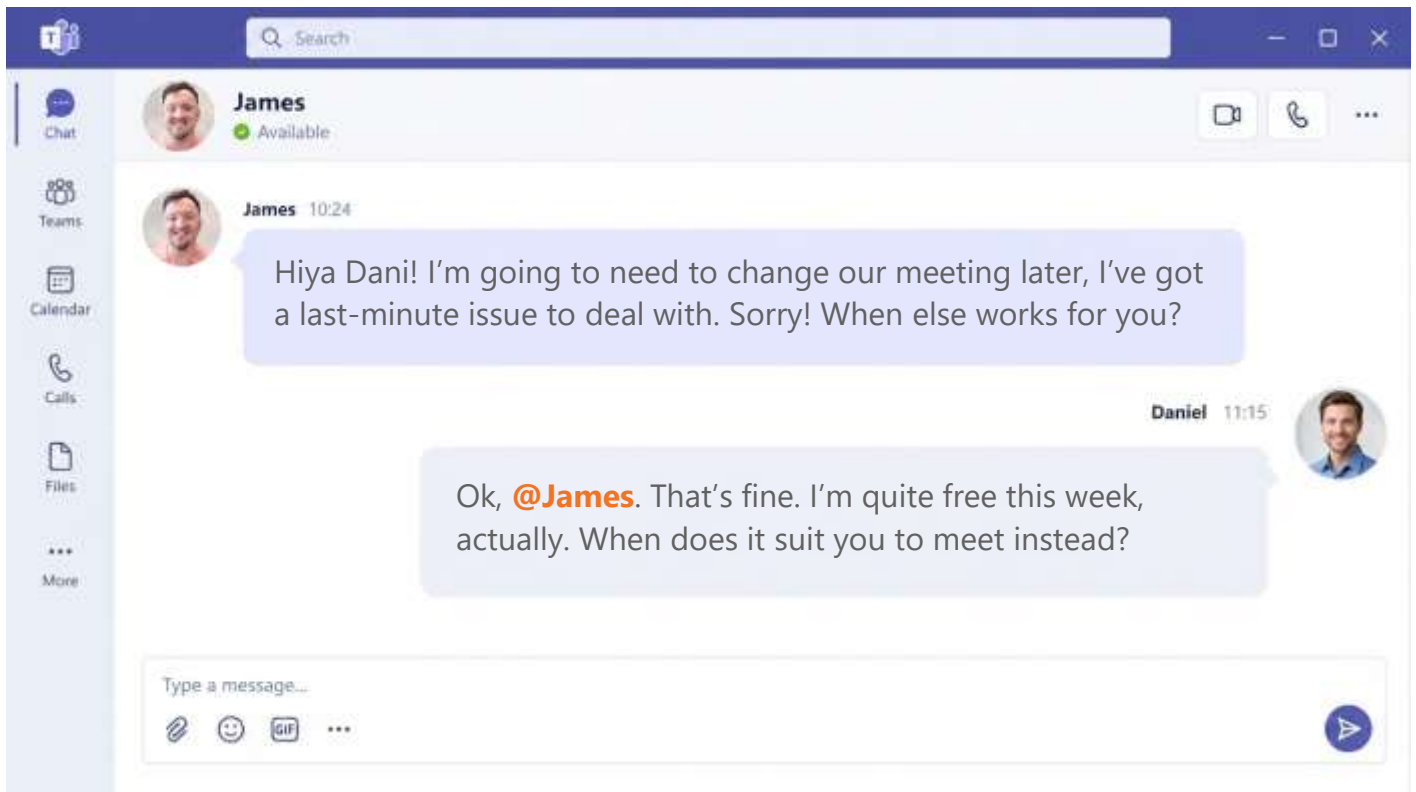
The screenshot shows a Microsoft Teams chat window. At the top, there's a search bar and a header for 'James' with a status of 'Available'. On the left sidebar, there are icons for Chat, Teams, Calendar, Calls, Files, and More. The chat history shows a message from James at 10:24: '@Sophie, I'm tied up with a recoup session this afternoon. Any chance we can reschedule our catch-up?'. Below it, a message from Sophie at 10:27: 'No worries! Is there any chance Friday morning would fit for you instead?'. At the bottom, there's a text input field with the placeholder 'Type a message...' and icons for attachments, emojis, GIFs, and a send button.

CHAT 2 | JAMES & LAURA



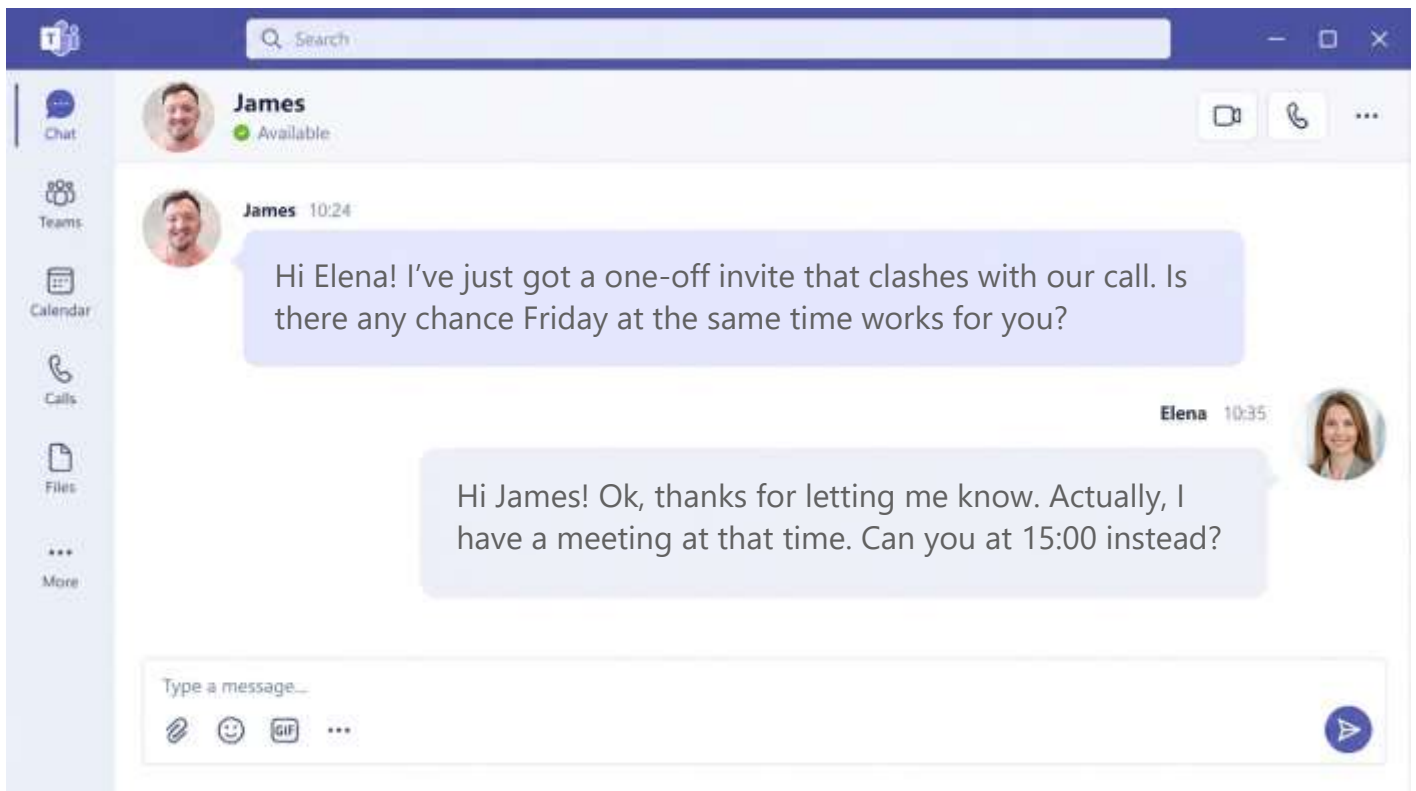
The screenshot shows a Microsoft Teams chat window. At the top, there's a search bar and a header for 'James' with a status of 'Available'. On the left sidebar, there are icons for Chat, Teams, Calendar, Calls, Files, and More. The chat history shows a message from James at 10:24: '@Laura, in the end I can't make our meeting at 2. Something has come up. Sorry for the late notice. When else are you free?'. Below it, a message from Laura at 11:35: 'Of course! Do you have availability for 30 mins tomorrow at 10 instead? That should give us enough time to talk.'. At the bottom, there's a text input field with the placeholder 'Type a message...' and icons for attachments, emojis, GIFs, and a send button.

CHAT 3 | JAMES & DANIEL



The screenshot shows a Microsoft Teams chat interface. On the left is a sidebar with icons for Chat, Teams, Calendar, Calls, Files, and More. The main chat area has a header for 'James' with a profile picture and a green 'Available' status. Below the header, a message from James at 10:24 says: 'Hiya Dani! I'm going to need to change our meeting later, I've got a last-minute issue to deal with. Sorry! When else works for you?'. A response from Daniel at 11:15 says: 'Ok, @James. That's fine. I'm quite free this week, actually. When does it suit you to meet instead?'. At the bottom is a text input field with the placeholder 'Type a message...' and icons for attachments, emojis, GIFs, and a send button.

CHAT 4 | JAMES & ELENA



The screenshot shows a Microsoft Teams chat interface. On the left is a sidebar with icons for Chat, Teams, Calendar, Calls, Files, and More. The main chat area has a header for 'James' with a profile picture and a green 'Available' status. Below the header, a message from James at 10:24 says: 'Hi Elena! I've just got a one-off invite that clashes with our call. Is there any chance Friday at the same time works for you?'. A response from Elena at 10:35 says: 'Hi James! Ok, thanks for letting me know. Actually, I have a meeting at that time. Can you at 15:00 instead?'. At the bottom is a text input field with the placeholder 'Type a message...' and icons for attachments, emojis, GIFs, and a send button.

FIXING AWKWARD PHRASING

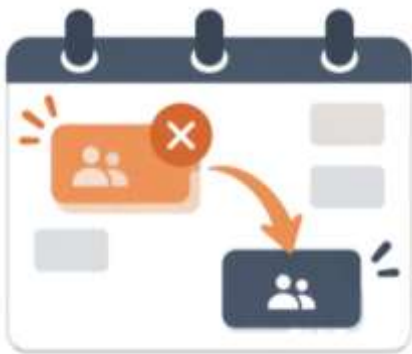
SENDER	MESSAGE:	MORE NATURAL PHRASING:
JAMES:	Sophie, I'm tied up with a recoup session this afternoon. Any chance we can reschedule our catch-up ?	
SOPHIE:	No worries! Is there any chance Friday morning would fit for you instead?	<i>would work for you*</i>
JAMES:	Laura, in the end I can't make our meeting at 2. Something has come up. Sorry for the late notice. When else are you free ?	
LAURA:	Of course! Do you have availability for 30 mins tomorrow at 10 instead? That should give us enough time to talk.	<i>Are you free*</i>
JAMES:	Hiya Dani! I'm going to need to change our meeting later, I've got a last-minute issue to deal with. Sorry! When else works for you ?	
DANIEL:	Ok, James. That's fine. I'm quite free this week, actually . When does it suit you to meet instead?	<i>works for you*</i>
JAMES:	Hi Elena! I've just got a one-off invite that clashes with our call. Is there any chance Friday at the same time works for you ?	
ELENA:	Hi James! Ok, thanks for letting me know. Actually , I have a meeting at that time. Can you at 15:00, instead?	<i>Would 15:00 work for you*</i>

LANGUAGE BOX:

IRSE or VENIRSE BIEN = TO WORK (WELL) FOR SOMEBODY

QUESTION	AFFIRMATIVE	NEGATIVE
Does Monday at 09:00 work for you ?	Monday at 09:00 works for me .	No, Monday at 09:00 doesn't work for me .
Te va/viene bien el lunes a las 9h?	Me va/viene bien el lunes a las 9h.	No, no me va/viene bien el lunes a las 9h.
Will Monday at 09:00 work for you ?	Monday at 09:00 will work for me .	No, Monday at 09:00 won't work for me .
Te irá/vendrá bien el lunes a las 9h?	Me irá/vendrá bien el lunes a las 9h.	No, no me irá/vendrá bien el lunes a las 9h.
Would Monday at 09:00 work for you ?	Monday at 09:00 would work for me .	No, Monday at 09:00 wouldn't work for me .
Te iría/vendría bien el lunes a las 9h?	Me iría/vendría bien el lunes a las 9h.	No, no me iría/vendría bien el lunes a las 9h.

OTHER USEFUL LANGUAGE:



■ BE TIED UP	Estar liado con
■ A CATCH-UP	Puesta al día
■ IS THERE ANY CHANCE	¿Puede ser que...?
■ I CAN'T MAKE ____/IT	No poder asistir
■ LAST-MINUTE	De última hora
■ ACTUALLY	La verdad, la verdad es que
■ ONE-OFF	Puntual
■ CLASH(ES)	Coincidencia(s), conflicto(s)
■ CLASH(ES) WITH	Coincidir con, solaparse con