

# today at four, an earlier appointment

## Arranging an appointment

6 Exercises · Duration: 20 min.

A bad day

English

*Read & listen online* ↗



## Arranging an appointment

Combine a day/date and time: **on the twenty-seventh of April at ten, today at four. Today** and **tomorrow** take no **on** before them.

**Can I come today?** asks about a possible arrangement. **Does that suit you?** and **Is that all right?** check whether the time works for the listener.

Use the comparative **earlier** for a sooner time: **an earlier appointment**. A useful direct question is **Have you got anything today or tomorrow?** Keep the request brief and clear.

| Form           | Example                                                   | Meaning                                             |
|----------------|-----------------------------------------------------------|-----------------------------------------------------|
| <b>on</b>      | <b>The appointment is on the twenty-seventh of April.</b> | Give a particular appointment date.                 |
| <b>at</b>      | <b>I can come at four.</b>                                | Give a clock time.                                  |
| <b>come</b>    | <b>Can I come today?</b>                                  | Ask about an available arrangement.                 |
| <b>suit</b>    | <b>Does that suit you?</b>                                | Ask whether the time works for the listener.        |
| <b>earlier</b> | <b>Have you got an earlier appointment?</b>               | Ask for an appointment sooner than the offered one. |

| Form            | Example                                | Meaning                                       |
|-----------------|----------------------------------------|-----------------------------------------------|
| <b>tomorrow</b> | <b>Have you got anything tomorrow?</b> | Ask about the next day without a preposition. |

The appointment is on the twenty-seventh of April.

Give a particular appointment date.

I can come at four.

Give a clock time.

Can I come today?

Ask about an available arrangement.

Does that suit you?

Ask whether the time works for the listener.

Have you got an earlier appointment?

Ask for an appointment sooner than the offered one.

Have you got anything tomorrow?

Ask about the next day without a preposition.

## GRAMMAR

### G1) NOTICE THE PATTERNS

Underline the form described in this unit.

- 1 The appointment is on the twenty-seventh of April.

Meaning: Give a particular appointment date.

- 2 I can come at four.

Meaning: Give a clock time.

- 3 Can I come today?

Meaning: Ask about an available arrangement.

- 4 Does that suit you?

Meaning: Ask whether the time works for the listener.

- 5 Have you got an earlier appointment?

Meaning: Ask for an appointment sooner than the offered one.

- 6 Have you got anything tomorrow?

Meaning: Ask about the next day without a preposition.

## G2) CHOOSE THE FORM

Choose the right word for the gap.

- 1 The appointment is \_\_\_\_\_ the twenty-seventh of April.

- ☐ A in
- ☐ B at
- ☐ C on

Meaning: Give a particular appointment date.

- 2 I can come \_\_\_\_\_ four.

- ☐ A on
- ☐ B in
- ☐ C at

Meaning: Give a clock time.

**3 Can I \_\_\_\_\_ today?**

- ☐ A to come
- ☐ B come
- ☐ C comes

Meaning: Ask about an available arrangement.

**4 Does that \_\_\_\_\_ you?**

- ☐ A suits
- ☐ B suit
- ☐ C suiting

Meaning: Ask whether the time works for the listener.

**5 Have you got an \_\_\_\_\_ appointment?**

- ☐ A earlier
- ☐ B earliest
- ☐ C earlier

Meaning: Ask for an appointment sooner than the offered one.

**6 Have you got anything \_\_\_\_\_?**

- ☐ A at tomorrow
- ☐ B tomorrow
- ☐ C on tomorrow

Meaning: Ask about the next day without a preposition.

**G3) COMPLETE A SHORT MESSAGE**

Fill the gaps with the words from the box.

in on

The appointment is \_\_\_\_\_ the twenty-seventh of April.

Meaning: Give a particular appointment date.

in at

I can come \_\_\_\_\_ four.

Meaning: Give a clock time.

to come   come

Can I \_\_\_\_\_ today?

Meaning: Ask about an available arrangement.

suits   suit

Does that \_\_\_\_\_ you?

Meaning: Ask whether the time works for the listener.

earliest   earlier

Have you got an \_\_\_\_\_ appointment?

Meaning: Ask for an appointment sooner than the offered one.

on tomorrow tomorrow

Have you got anything \_\_\_\_\_?

Meaning: Ask about the next day without a preposition.

#### G4) BUILD USEFUL SENTENCES

Put the words in order.

- 1 is The the of appointment on April. twenty-seventh

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Meaning: Give a particular appointment date.

- 2 can I four. come at

---

Meaning: Give a clock time.

3 I today? Can come

---

Meaning: Ask about an available arrangement.

4 you? Does that suit

---

Meaning: Ask whether the time works for the listener.

5 got appointment? Have an earlier you

---

Meaning: Ask for an appointment sooner than the offered one.

6 tomorrow? Have got you anything

---

Meaning: Ask about the next day without a preposition.

**G5) WHAT WOULD YOU SAY?**

Choose the right words for the situation.

**1 Give a particular appointment date. You say:**

- ☐ A The appointment is on the twenty-seventh of April.
- ☐ B The appointment is in the twenty-seventh of April.

**2 Give a clock time. You say:**

- ☐ A I can come in four.
- ☐ B I can come at four.

**3 Ask about an available arrangement. You say:**

- ☐ A Can I to come today?
- ☐ B Can I come today?

**4 Ask whether the time works for the listener. You say:**

- ☐ A Does that suits you?
- ☐ B Does that suit you?

**G6) CONNECT MESSAGES AND MEANINGS**

Match the pairs.

- |                                                             |                                                          |
|-------------------------------------------------------------|----------------------------------------------------------|
| ① Have you got an<br>earlier<br>appointment?                | Ⓐ Give a clock time.                                     |
| ② Can I come today?                                         | Ⓑ Ask whether the time works for<br>the listener.        |
| ③ Does that suit you?                                       | Ⓒ Ask for an appointment sooner<br>than the offered one. |
| ④ I can come at four.                                       | Ⓓ Ask about the next day without<br>a preposition.       |
| ⑤ The appointment is<br>on the twenty-<br>seventh of April. | Ⓔ Ask about an available<br>arrangement.                 |
| ⑥ Have you got<br>anything tomorrow?                        | Ⓕ Give a particular appointment<br>date.                 |