

TOPIC: MAKING PLANS

21.09.26 - 24.09.26

Useful questions

Here are some typical questions used for making arrangements:

- **Are you free** next Tuesday afternoon?
- **What time** would you like to meet?
- **When** would be convenient for you?
- **Could you please let me know?**

Expressions of time

Use **on** with days: Could we meet on Monday?

Use **in** with months, years and other expressions: I'm going to visit my grandparents in October.

Use **at** with times and other expressions: Could you please call me at 3pm?

Use **next** to refer to future times: I hope we can meet again next week.

Use **when** to start a future time clause: Let's meet again when it is convenient.

Tenses

To speak about a **timetable**, use the present simple: Next term runs from 1 September until 16 December.

To speak about a **future arrangement**, use the present continuous: Mr Toshiko is coming to our next meeting.

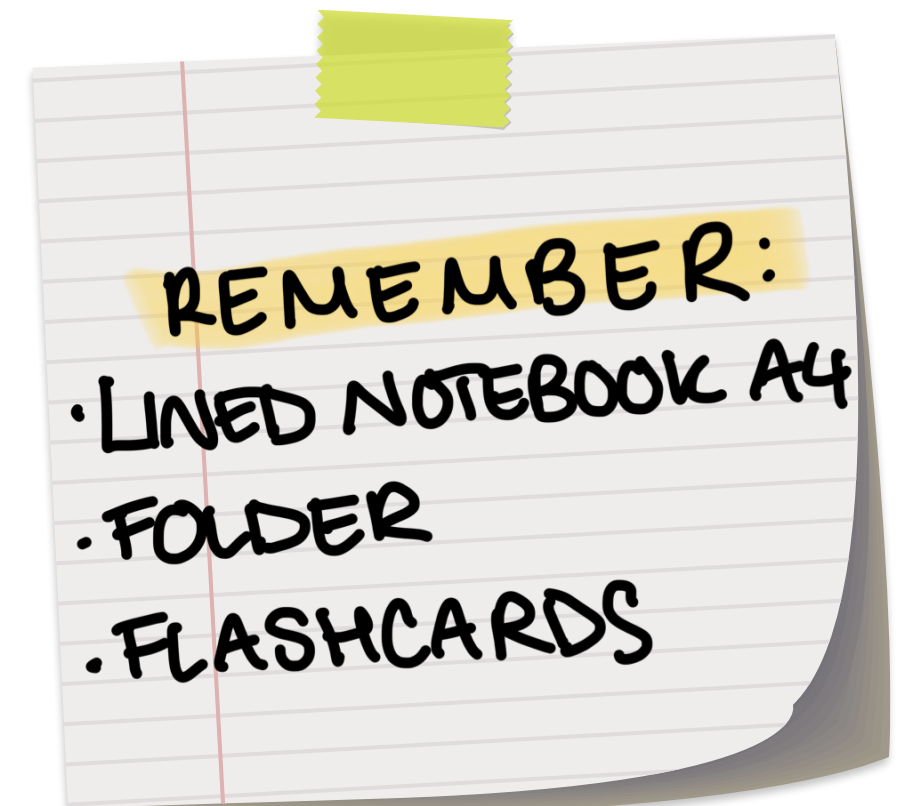
To speak about a **plan**, use 'be going to': Next term we are going to learn about pollution.

See the talking about the future page for more practice.

Tenses in complex sentences about the future

Use the present simple after **when**, **if** and **next time** in future time clauses:

- I will call you when I **get** to the station.
- I'm going to work with my dad when I **finish** school.
- Let's go for a walk if the weather **is** good.
- Will you visit the Eiffel Tower next time you **are** in Paris?



 **LearnEnglish**

English for Emails

Unit 5: Making arrangements

Task 1
Put the phrases in the right group.

next week / when you are free / after work /
next time you come / at the weekend / on
Monday / yesterday / three days ago /
tomorrow / in 2009 / last month / in October

In the past

In the future

In the past or future

Task 2
Complete the sentences.

get / Monday / I'm coming / the evening / at /
week

Dear Nadia,
_____ to the 'Teaching for Change'
conference next _____. I'm glad
you are going, too. I'm arriving on _____ to
afternoon. I'll text you when I _____ to

the hotel. Perhaps we can
meet in _____. Are you free to go out
for a meal _____ about 7:30?
Hope to see you soon.
Lisa

Task 3
Match the endings of the sentences to the
beginnings.

next Saturday. / convenient for you? / to
seeing you tomorrow. / to meet? / free next
Tuesday afternoon?

1. What time would you like

2. I look forward

3. I'm coming to London

4. When would be

5. Are you

Task 4
Put the email in the right order.

A. I can call you then if it is convenient.
B. Nguyen Minh Chau
C. Are you free to talk about it on the
phone tomorrow at about 3.30?
D. Head Teacher – Vietnam
International School
E. Could you please let me know?
F. Dear Mr Chan,
G. I look forward to hearing from you
soon.
H. With best wishes,
I. Thank you for your last email.

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WRITING: MAKING
ARRANGEMENTS