

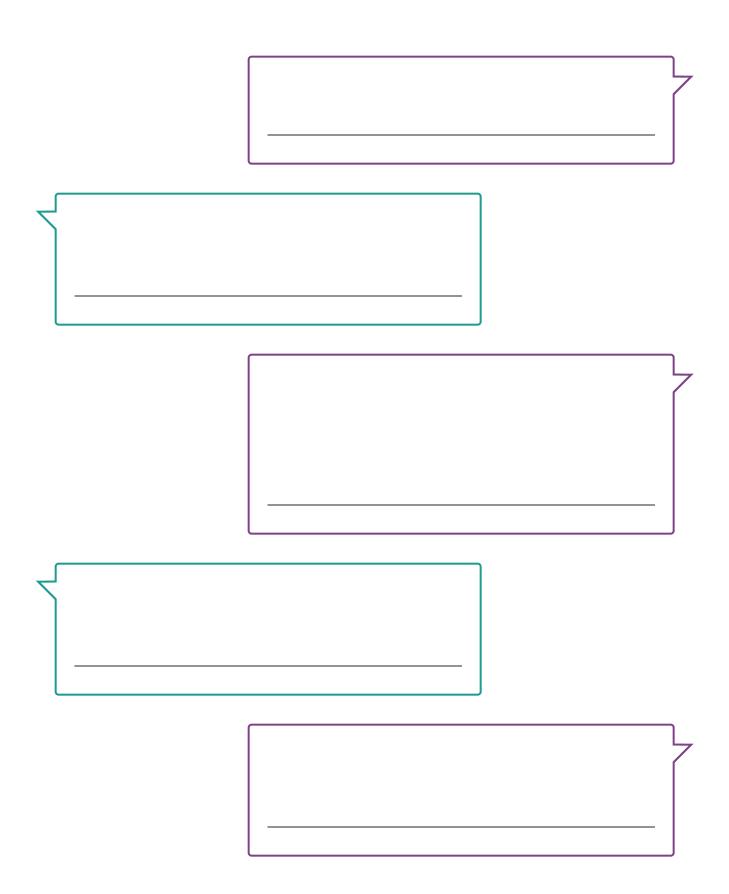
## **Write Down the Dialogue**

Write down the dialogue by listening to the audio file (see link/QR code below the dialogue).

## **REAL-LIFE CONVERSATIONS**

**Cancelling Formal Appointments** 





## **REAL-LIFE CONVERSATIONS**

Cancelling Formal Appointments







<u>Listen to the</u> <u>Dialogue</u>



Practice the Dialogue Online



All Learning Content Related to this Topic

Solutions: Good morning. How can I help you? / I'm calling because I need to reschedule my appointment tomorrow. My name is Brown. / Certainly. What day would you like to change it to? / Would Friday be possible? / Yes, Friday is fine. What time would you like to schedule it for? / Three o'clock in the afternoon. / Alright, your new appointment will be on Friday at 3 pm. / Thank you so much. I really appreciate it, and I'm very sorry for this last minute change. Something came up. / No problem, Mr. Brown. Just let us know a little earlier next time. / I will do that. Thank you for your time, and I'll see you on Friday. / We'll see you then, Mr. Brown.