

Quiznet

Topic: Making an appointment



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BBC Learning English – Quiznet

Quiz topic: Making an appointment

1. Receptionist: "Good morning."

You: "Good morning, I've come to _____ Mrs Twain."

- a) visit
- b) see
- c) do business with
- d) hold a talk with

2. Receptionist: "Have you got a(n) _____?"

- a) meeting
- b) arrangement
- c) date
- d) appointment

3. Which sounds the most natural? "If afraid she's _____ at the moment."

- a) with someone
- b) engaged
- c) taken
- d) out of stock

4. Which of the following would be the most appropriate to use in a business environment? "Mrs Smith will be a few minutes, _____."

- a) Sit down
- b) Please take a seat
- c) Take a pew
- d) Take the weight off your feet

5. On the telephone: "I have an appointment with Richard Jones at 2.15, but I'm afraid _____."

- a) I'm not at time
- b) I'm running a bit late
- c) I'm on time
- d) I'm out of time

6. Which of the following is NOT possible?

- a) call a meeting
- b) arrange a meeting
- c) attend a meeting
- d) appoint a meeting

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Quiz topic: Making an appointment

1. Receptionist: "Good morning."

You: "Good morning, I've come to _____ Mrs Twain."

- a) visit
- b) see
- c) do business with
- d) hold a talk with

a) This is not the correct answer

b) When you have an appointment with someone you say "I've come to see..."

c) This is not the correct answer

d) This is not the correct answer

2. Receptionist: "Have you got a(n) _____?"

- a) meeting
- b) arrangement
- c) date
- d) appointment**

a) If you say you've come to see someone, the receptionist might ask you if you have an appointment.

b) You can arrange to do something, i.e. make a plan, but we usually say 'make an arrangement', not 'have an arrangement'.

c) 'Make' or 'have a date' usually refers to a romantic meeting.

d) If you arrange to meet someone in business, you make an appointment.

3. Which sounds the most natural? "I'm afraid she's _____ at the moment."

- a) with someone**
- b) engaged
- c) taken
- d) out of stock

a) If someone is in a meeting, we can say 'She's with someone'.

b) If you telephone someone and the line is busy we say they are engaged.

c) This is not correct.

d) This is not correct.

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4. Which of the following would be the most appropriate to use in a business environment? "Mrs Smith will be a few minutes, _____."

- a) sit down
- b) please take a seat**
- c) take a pew
- d) take the weight off your feet

a) This is too direct.

b) This is the best answer, the other responses are either too direct or too informal.

c) This is too informal.

d) This is too informal.

5. On the telephone: "I have an appointment with Richard Jones at 2.15, but I'm afraid _____."

- a) I'm not at time
- b) I'm running a bit late**
- c) I'm on time
- d) I'm out of time

a) This is not correct.

b) This is a very natural way of saying you will be late.

c) If you are on time, you are not late.

d) If you are out of time, you do not have enough time to complete something.

6. Which of the following is NOT possible?

- a) call a meeting
- b) arrange a meeting
- c) attend a meeting
- d) appoint a meeting**

a) 'Calling a meeting' is another way of saying 'deciding to have a meeting'.

b) You can 'arrange a meeting' or 'fix a meeting'.

c) If you go to a meeting you can say that you have attended.

d) This is not correct. You can make an appointment to meet someone, or arrange a meeting, but not appoint a meeting.