

# MAKING APPOINTMENTS

## ACTIVITY :

In this activity you will make appointments with different members of your class. First, your teacher will tell you how many mornings or afternoons you are free. Then, your teacher will tell you how many appointments you must make and with how many people. You can only make one appointment per morning/afternoon. Use the diary table below to write in the appointments you make.

If you find yourself in difficulty, then you will have to go back to see the people you made appointments with to try to find a solution.

## WEEK 1

MON		TUES		WED		THUR		FRI	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

How well did you do? Would you like to do the activity again?

## WEEK 2

MON		TUES		WED		THUR		FRI	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

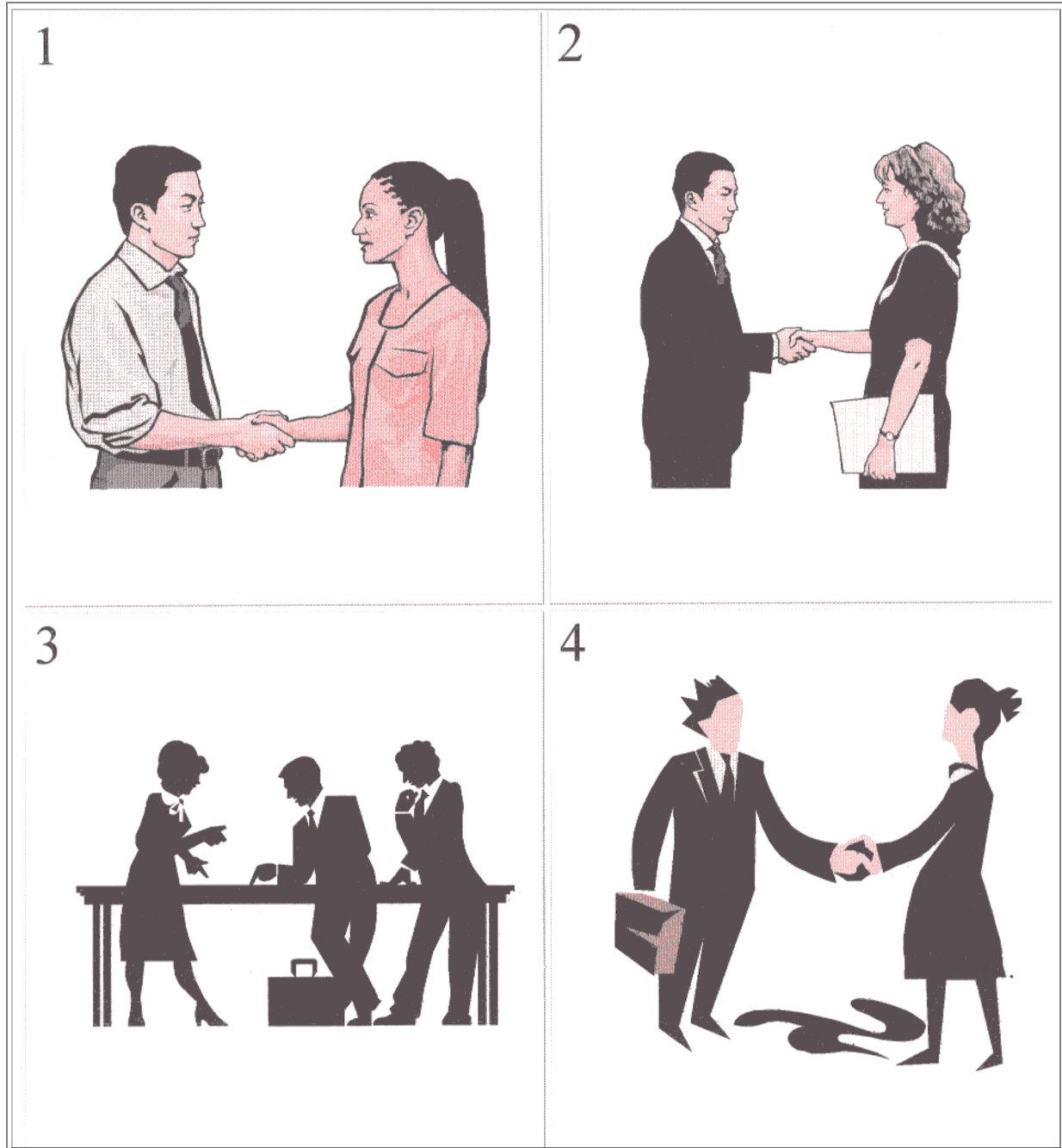
## CHOOSING BUSINESS CARDS

Your task is to choose the business cards for six different business people. Each person has a different profession. They are *a plumber, a disk jockey (DJ), an antiques dealer, a lawyer, a hairdresser and a computer graphics designer*. They all have one thing in common, they all have the same name; John Smith. Which card would you choose for each one?

1	<b>John Smith</b>	6	John Smith
2	<b>John Smith</b>	7	<b>John Smith</b>
3	<b>John Smith</b>	8	<i><b>John Smith</b></i>
4	John Smith	9	<b>John Smith</b>
5	<i><b>John Smith</b></i>	10	John Smith

## GREETINGS PICTURE ROLE PLAYS

Choose a picture and imagine the role play behind it. Practise this role play before you perform it in front of the class.



<b>JOHN</b> <i>Football Cinema Photography Reading</i>	<b>DAVID</b> <i>Rugby Theatre Painting Music</i>	<b>MICHAEL</b> <i>Golf Opera DIY Internet</i>	<b>PAUL</b> <i>Tennis Concerts Musical instrument Art</i>
<b>SARAH</b> <i>Football Cinema Painting Music</i>	<b>SUSAN</b> <i>Rugby Theatre DIY Internet</i>	<b>RACHAEL</b> <i>Golf Opera Art Musical instrument</i>	<b>CAMILLE</b> <i>Tennis Concerts Photography Reading</i>
<b>PETER</b> <i>Football Theatre DIY Art</i>	<b>WILLIAM</b> <i>Rugby Opera Musical instrument Reading</i>	<b>CHRIS</b> <i>Golf Concerts Photography Music</i>	<b>JOHN</b> <i>Tennis Cinema Painting Internet</i>
<b>ANNE</b> <i>Tennis Opera Painting Reading</i>	<b>JANE</b> <i>Golf Theatre Photography Art</i>	<b>MARY</b> <i>Rugby Cinema Internet Musical instrument</i>	<b>JENNIFER</b> <i>Football Concerts DIY Music</i>
<b>ALEX</b> <i>Football Theatre Painting Reading</i>	<b>MARK</b> <i>Rugby Opera DIY Music</i>	<b>DENNIS</b> <i>Golf Concerts Internet Musical instrument</i>	<b>HARRY</b> <i>Tennis Cinema Photography Art</i>
<b>JESSICA</b> <i>Football Theatre Photography Music</i>	<b>JULIE</b> <i>Rugby Opera Painting Internet</i>	<b>BARBARA</b> <i>Golf Concerts DIY Art</i>	<b>CHRISTINE</b> <i>Tennis Cinema Reading Musical instrument</i>

## MAKING CONVERSATION

When you want to talk to a customer / supplier / visitor on a subject other than business, what can you talk about? Look at the table below and decide for each topic whether it's acceptable to talk about it; 1) *at all times*; 2) *only when you know someone quite well*; 3) *never*.

TOPIC	1	2	3
<i>FOOD</i>			
<i>SPORT</i>			
<i>YOUR CULTURE</i>			
<i>OTHER PERSON'S CULTURE</i>			
<i>POLITICS</i>			
<i>FAMILY</i>			
<i>RELIGION</i>			
<i>HOBBIES</i>			
<i>RELIGION</i>			
<i>YOUR CAREER/ PROFESSIONAL EXPERIENCE</i>			
<i>OTHER PERSON'S CAREER/ PROFESSIONAL EXPERIENCE</i>			
<i>OTHER</i>			

You're now going to have a conversation with a partner. Choose two topics from the list above. Try and introduce the topics into the conversation. To help you, first write down one question for each topic that you would like to ask the other person.

TOPIC	QUESTION