

## VISITING A CLIENT (2)

### Confirming an appointment (02)

## IN CONTEXT 12 min

## Observe

<b>January</b>	<b>February</b>	<b>March</b>
<b>April</b>	<b>May</b>	<b>June</b>
<b>July</b>	<b>August</b>	<b>September</b>
<b>October</b>	<b>November</b>	<b>December</b>

These are the 12 months in a year.

- Month 3 is .....
- Month 12 is .....
- Month 9 is .....

Answers: a. March, b. December, c. September

**Rearrange the months in the calendar:**

May

December

March

August

November





April

September

~~January~~

July

February

 <p>a. ....</p>	<p>January</p>	<p>b. ....</p>																																				
 <p>c. ....</p> <table border="1"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p>d. ....</p>	<p>e. ....</p>
1	2	3	4	5	6																																	
7	8	9	10	11	12																																	
13	14	15	16	17	18																																	
19	20	21	22	23	24																																	
25	26	27	28	29	30																																	
31																																						
 <p>June</p>	<p>f. ....</p>	<p>g. ....</p>																																				
 <p>h. ....</p>	<p>October</p>	<p>i. ....</p>																																				

Listen to the 12 months of the year:

Pronunciation of the months

[http://www.youtube.com/watch?v=8ZlckJs9\\_Ks&feature=related](http://www.youtube.com/watch?v=8ZlckJs9_Ks&feature=related)

**LANGUAGE TIP: The four seasons.**

In a year (365 days), there are four seasons.

For example, summer is from June 21<sup>st</sup> to September 20<sup>th</sup>.

Complete with a month:



Winter: .....21<sup>st</sup>



Summer: June 21<sup>st</sup>



Spring: ..... 21<sup>st</sup>



Fall /Autumn: .....21<sup>st</sup>

**VOCABULARY 10 - 12 min**

Observe the calendar:

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31					

May

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31					

Th. 08/10

Today is Thursday, August 10<sup>th</sup>.

Today is Thursday, the 10<sup>th</sup> of August.

Wed, 05/30

Today is Wednesday, May 30<sup>th</sup>.

Today is Wednesday, the 11<sup>th</sup> of May.

10<sup>th</sup> and 30<sup>th</sup> are **ordinal numbers**.

## LANGUAGE TIP: Writing the date.

American English	British English
Month + day 02/16 February the 16 <sup>th</sup> . 11/12 November the 12 <sup>th</sup> 08/02 The 2 <sup>nd</sup> of February	Day + Month 16/02 February the 16 <sup>th</sup> . 12/11 November the 12 <sup>th</sup> 02/08 The 2 <sup>nd</sup> of February

Listen to: [Ordinal numbers and dates](#)

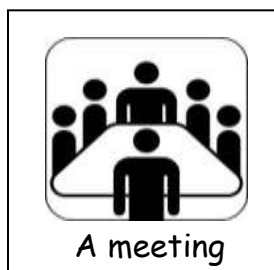
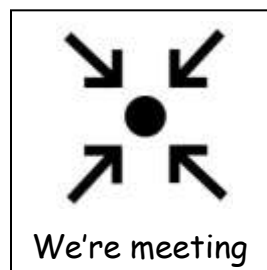
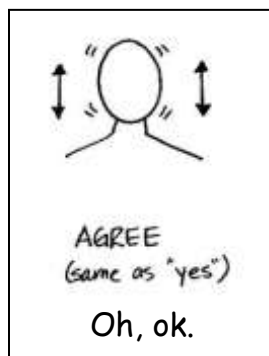
### Match the ordinal numbers

19<sup>th</sup>, 8<sup>th</sup>, 30<sup>th</sup>, 3<sup>rd</sup>, 11<sup>th</sup>, 25<sup>th</sup>, 6<sup>th</sup>, 14<sup>th</sup>, 31<sup>st</sup>, 2<sup>nd</sup>, 21<sup>st</sup>, 18<sup>th</sup>, 7<sup>th</sup>, 13<sup>th</sup>, 24<sup>th</sup>

First	Twelfth	Twenty-second
Second	Thirteenth	Twenty-third
Third	Fourteenth	Twenty-fourth
Fourth	Fifteenth	Twenty- fifth
Fifth	Sixteenth	Twenty- sixth
Sixth	Seventeenth	Twenty-seventh
Seventh	Eighteenth	Twenty-eighth
Eighth	Nineteenth	Twenty-ninth
Ninth	Twentieth	Twenty-tenth
Tenth	Twenty-first	Thirtieth
Eleventh		Thirty-first

## CONFIRMING AN APPOINTMENT 10 - 15 min

Observe:



**Read:**

Jennifer confirms the date of an appointment with Mr. Gomez.

Jennifer Smith: So, we are meeting on Tuesday March 12th at 11 am?

Mr. Gomez: No, it is Thursday March 14th at 1 pm.

Jennifer: Oh, ok. I'm looking at the month of April. The first of April! All right, so it will be on Thursday the 14th of March at 1 pm.

Mr. Gomez: Ok, see you then.

**Confirming an appointment:**

So, we are meeting				
So just to confirm, we are meeting				
Ok. Then the appointment is	on	+ date +	at	+ time
All right, so it will be				

**Examples:**

- So, we are meeting on September 22<sup>nd</sup> at 1:30 pm.
- So just to confirm, we are meeting on Wednesday September 22<sup>nd</sup> at 1:30 in the afternoon
- Ok. Then the appointment is on Wednesday the 22<sup>nd</sup> of September at one thirty.
- All right, so it will be on Wednesday September 22<sup>nd</sup> at 1:30 pm

**Correct date & time:**

Ok, it's fine for me.  
That sounds good.  
Ok, see you then.  
All right, we'll meet on that day.

### Incorrect date & time:

No, it is				
No, the appointment is	on	+ date +	at	+ time
No, we are meeting				

No, I have				
Impossible, I wrote down	+ date +	at	+ time	
Actually, it is				

### Examples:

No, it is on Saturday, May 7<sup>th</sup>.

No, the appointment is on Saturday May 7<sup>th</sup>.

No, we are meeting on Saturday the 7<sup>th</sup> of May.

No, I have Wednesday May 11<sup>th</sup>.

Impossible, I wrote Wednesday the 10<sup>th</sup> of May

Actually, it is Wednesday May 10<sup>th</sup>.

### LANGUAGE TIP: Telling the time. 8 - 10 min

To tell the time, use: at + time

Listen to the numbers from [1 - 30](#)

Cardinal Numbers:		
1 one,	11 eleven,	21 twenty-one,
2 two,	12 twelve,	22 twenty-two,
3 three,	13 thirteen,	23 twenty-three,
4 four,	14 fourteen,	24 twenty-four,
5 five,	15 fifteen,	25 twenty-five,
6 six,	16 sixteen,	26 twenty-six,
7 seven,	17 seventeen,	27 twenty-seven,
8 eight,	18 eighteen,	28 twenty-eight,
9 nine,	19 nineteen,	29 twenty-nine,
10 ten,	20 twenty,	30 thirty

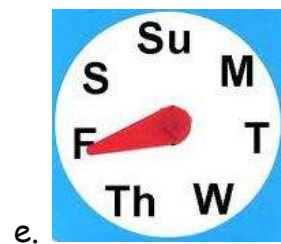
10:00 at ten o'clock  
10:00 at ten in the morning  
11:30 at eleven thirty  
6:00 at six in the afternoon

☀ 12:00 pm noon  
🌙 12:00 am midnight

### VOCABULARY 3 - 5 min

Match the vocabulary and pictures

1. All right
2. A week
3. To confirm
4. A month
5. We are meeting



## WRITING 12 - 15 min

**Write the dates:**

Mon. 05/09 The appointment is on **Monday, May 9<sup>th</sup>**.

Tues. 03/15 The appointment is on \_\_\_\_\_

Fri. 10/25 The appointment is on \_\_\_\_\_ the \_\_\_\_\_ of \_\_\_\_\_

Tues. 07/13 The appointment is on \_\_\_\_\_

**Match the phrase and write them**

- |                           |  |
|---------------------------|--|
| 1. Ok. Then the           | a. good.   |
| 2. Ok,                    | b. it will be on Saturday May 31 <sup>st</sup> .               |
| 3. No, the appointment is | c. appointment is on Wednesday August 5 <sup>th</sup> at 4 pm. |
| 4. All right, so          | d. on Thursday the 15 <sup>th</sup> of July at 10 am.          |
| 5. That sounds            | e. is on Monday February 20 <sup>th</sup> .                    |
| 6. So, it                 | f. see you then.   |

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**Reorder the phrases in the dialog:**

A: on Wednesday / at 10:30 / in the morning? / So it will be

B: 11:30. / Wednesday / it is / No, / at

A: 15<sup>th</sup> / just / 11:30 / meeting / on / So / of / to confirm / Wednesday the / at / we are

B: meet / All right, / that day. / on we'll / April

## READING 12 - 15 min

### Complete the dialogue

A: \_\_\_\_\_ (so we are meeting / So just to confirm) on Wednesday  
\_\_\_\_\_ ( at/ to / on) 2:30 \_\_\_\_\_ (am / in afternoon / morning /  
pm) ?

B: No , \_\_\_\_\_ (the appointment is on / the day is in) Thursday.

A: \_\_\_\_\_ (All right, so it will be / Actually there is) on Thursday  
at 2:30.

B: \_\_\_\_\_ (Ok, see you then. / Impossible, I wrote  
Wednesday at 2 pm)

### Answer the questions about the dialogue:

1. Person A is confirming on the wrong day. What day is person A confirming?

- a. on Wednesday at 2:30
- b. on Thursday at 2:30
- c. on Wednesday at 2:00

2. What is the correct day for the appointment?

- a. on Monday
- b. at 2 pm
- c. on Thursday

## SPEAKING 5 - 8 min

You are confirming your appointment with your business partner (your teacher).

Student:

Start the conversation to confirm the appointment.

### September 2012

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
	10	11	12	13	14	15
	Conference: 9 am-6 pm		11 pm Mr. / Mrs..... (Teacher)			16



## VIDEO 8-10 min

In this video you will see a scene where a businessman confirms an appointment

<http://www.youtube.com/watch?v=5WaVnZLKKM4&feature=related>

**Watch from 0:00 to 0:50 and answer the questions.**

1. Who is the business man calling?  
a. Mr Smith                      b. Robert Clarke
2. What does the businessman want?  
a. Print a catalog              b. present s product
3. When is the appointment for?  
a. Next week                      b. Wednesday at 8 am      c. Wednesday at 8 pm

Which phrase did the businessman use to confirm the appointment?

- a. I'll see you...              b. So we're meeting...      c. OK so the appointment is..

## QUIZ 12 - 15 min

Place the months in the correct order

*September*

*January*

*May*

*August*

*March*

*November*

Months of the year	
1.	7. _____?
2. February	8.
3. _____?	9.
4. _____?	10. <i>October</i>
5.	11.
6. _____?	12. <i>December</i>

What months are missing in questions 3, 4, 6, and 7?



When is your birthday?

It is on \_\_\_\_\_

Match the dates and phrases:

Example: 06/04 June fourth

06/04 June fourth	1. December	a. thirtieth
05/25	2. August	b. third
_____	3. February	c. eighteenth
10/15 _____	4. November	d. Twenty- fifth
08/18 _____	5. May	e. Seventh
11/01 _____	6. October	f. Fifteenth
02/03 _____	7. March	g. First
12/30 _____	8. June	h. fourth
03/07 _____		

### Match the phrases and uses:

Example: 1b

- |  |   |
|--|---|
| 1. Actually, I have + date                   | a. Confirming an appointment                  |
| 2. So just to confirm, we are meeting + date | b. Correcting the date of the appointment     |
| 3. Ok then the appointment is + date         | c. Confirming/Agreeing it is the correct date |
| 4. That's sounds good.                       |   |
| 5. Impossible I wrote down + date            |   |
| 6. Ok see you then                           |   |
| 7. No it is + date                           |   |

### Complete the dialogue:

- A: So we are \_\_\_\_\_(confirming / meeting) on Friday.  
B: Actually, \_\_\_\_\_(it is/it will) on Tuesday.  
A: Impossible, \_\_\_\_\_(I wrote / confirm) down Friday.  
B: No, the \_\_\_\_\_(appointment is/meeting) on Tuesday.  
A: All right, we'll \_\_\_\_\_(meet / look) on that day.

### Reorder the phrases:

- A: No, I have 3 pm  
B: No, we are meeting on Tuesday at 4 pm.  
A: All right, so it will be on Tuesday at 3 pm.  
A: Ok, then the appointment is on Tuesday at 3 pm.  
B: Ok 3 pm, it's fine for me.