

## PHRASES FOR SCHEDULING MEETINGS AND EVENTS

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### ORGANISING A DATE IN YOUR CALENDAR

**To arrange a date.**

*'Everything is arranged, we can't go back now.'*

**To fix a time or date in a calendar.**

*'OK, so let's fix a time for your next appointment. How about next Tuesday?'*

**To schedule a time or date.**

*'The train is scheduled to leave at 8pm.'*

### PHRASES TO SAY THAT A MEETING IS OR IS NOT CONVENIENT

**To suit /suit/–** be convenient or acceptable to you.

*'The mornings don't suit me because I have to work'*

**To be suitable/ to be convenient** (adjectives).

*'We need to fix a suitable time for the event to take place.'*

**To work** – to be acceptable/ convenient.

*'This date doesn't work for me because I have a meeting.'*

**To be good.**

*'December is not good for me because it's the end of the year and I have a lot of work to do. What about January?'*

### WHEN YOU HAVE PROBLEMS ORGANISING SOMETHING

**'To work out'** – to solve a problem.

*'We'll work out the date another day.'*

**To sort out something** – to organise/to fix.

*'We'll sort this out when we meet face-to-face.'*

## **MEETING SOMEONE**

**To meet someone** (no 'with').

*'I am going to meet my neighbour for a drink this Saturday.'*

**To meet *up with* someone.**

*'I met up with my sister last week.'*

**To bump into someone** – to see/meet someone unexpectedly or by coincidence

*'I bumped into my old teacher last week.'*