

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 of 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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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 of 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.**