

Making Arrangements Roleplays

Functional language for making arrangements/ Present Continuous or Future Continuous for future arrangements

Each time, choose how you will communicate: face to face, email, memo, SMS, fax, note, phone, answerphone, video call, online chat, social media, etc.

You both want to invite the other out for food and/ or drinks.
One of you doesn't want to meet but is too polite to say so.
You are rarely both in the same country at the same time.
For reasons of politeness, you both want the other person to suggest a time and place first.
One of you needs to delay a meeting.
One of you needs to bring forward a meeting.
One of you needs to cancel a meeting.
You both want to meet, but your other plans could easily change.
One of you wants to meet as soon as possible but the other is very busy.
One of you wants to meet as soon as possible, but the other doesn't see the reason for the rush.
For reasons of politeness, you both offer to meet at the other person's office.
You can't agree on a venue.
You want to meet, but you need to arrange it with many other people too.
The venue you agree on is difficult to find.
You'll be late for a meeting that starts in ten minutes.
One of you can't make it to the bar where people are already waiting.

Discuss (dis) advantages of the different ways of communicating which are listed above.

Are there others?