



Dealing with an arrangement

- A: Good morning. I'd like make an appointment with Mr.Peter for business discussion.
- B: Good morning. When do you want to meet him?
- A: I want to meet him tomorrow at 9 o'clock.
- B: One moment, I will check the diary.

I am afraid we'll have to change the tome to meet him at 11 oclock.

- A: yes, all ring.
- **B**: I am afraid Mr.peter must cancel he appointment with you the tomorrow.

He has been called away rather unexpectedly on business.

A: Oh,i see. Thank you for calling.

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