

# What makes a meeting easy?

Start with your experience

You want to study with a new classmate.

What do you need to agree on before you meet?

Your ideas, examples and corrections

Move the cards. Explain one choice.

Add an idea of your own. Different answers are possible.

Helps us

Could be difficult

A quiet place

A clear time

A long trip

A shared goal

A free room

A last-minute change

Explain one useful condition for a study meeting.

## Words for making a plan

### Useful language in context

be free — I'm free on Tuesday afternoon.

be busy — I'm busy until four.

meet — Let's meet near the main entrance.

choose — Can we choose a quieter room?

confirm — Please confirm the time tonight.

borrow — We can borrow a book and return it later.

bring — Bring your notes to the meeting.

leave — I need to leave at six.

nearby — There is a café nearby.

reschedule — Can we reschedule our meeting for Thursday?

### Examples from your own life

Choose three expressions. Use them in a short exchange with your tutor.

## Three messages, one meeting

Read for the main idea, then for details

Hi Jordan! I'm looking for a study partner for our English class. Are you free on Wednesday? I finish work at three. The library near my home has a small study room. We can borrow dictionaries there, and the room is free. I want to practice questions for our class interview. How about four o'clock? — Alex

Hi Alex! I'm busy on Wednesday afternoon. I'm helping my cousin with a school project, but I'm free on Thursday. The library is a long bus ride from my home. Can we meet at the community center instead? It's near both our homes. I checked: a quiet room is available from four to five. I can bring my interview notes. — Jordan

Thursday works for me! I called the center and booked the room. We're meeting there at four on Thursday. I'm bringing two practice interviews. Please wait for me at the front door. — Alex

Evidence hunt

What changed between the first and last message?

Find the agreed day, place and time.

What is each person bringing?

Quote a detail. Add your interpretation.

Separate what the writer tells you from what you still need to ask.

# An arrangement in your calendar

## A useful pattern

Use am/is/are + verb-ing for an agreed future arrangement.

Add a future time so your meaning is clear.

We're meeting at four on Thursday.

Write and improve your own examples

## Compare the examples

| Meaning            | Example                         |
|--------------------|---------------------------------|
| Happening now      | I'm writing a message now.      |
| Agreed future plan | I'm meeting Jordan on Thursday. |

## Try it together

Underline the time expression in each example.

Write one real arrangement for next week.

Ask your tutor: What are you doing on Friday?

Use the pattern to communicate a real meaning, not just to fill a gap.

## Check the messages and the pattern

1. Why can't Jordan meet on Wednesday?

Your answer / evidence

2. Which detail shows the room is reserved, not just available?

Your answer / evidence

3. Complete: We \_\_\_\_ (meet) at the center on Thursday.  
Use the form for an agreed arrangement.

Your answer / evidence

4. Alex says: "I'm bringing two practice interviews." Does Alex mean now or Thursday? Give evidence.

Your answer / evidence

Another attempt / questions for your tutor

Check the meaning first. Then compare your answer with the teacher notes.

## Find a time for your own meeting

### Role A

You are free Tuesday after four or Thursday before six.

You need a quiet room and can bring notes.

Ask your partner about time and place.

### Role B

You are busy on Tuesday.

A free room is available Thursday from four to five.

Suggest it, then confirm the final arrangement.

### Decide together

Agree on a day, time, place and one thing each person brings.

Write a two-sentence confirmation message together.

Change roles. Choose a different day and place.

### Our final message / useful corrections

I can ask about availability and confirm an arrangement with a future time.