

Directions: Practice this dialog as a role play. Students should use their actual name and request an appointment day and time that would work best for their own situation. Use words from the box to fill in the blanks accordingly.

**Receptionist:** Dr. Moon's office. Can you hold?

**Student:** Yes. (pause)

**Receptionist:** Thank you for waiting. How can I help you?

**Student:** Hi, my name is \_\_\_\_\_. I'd like to make an appointment with Dr. Moon for a checkup.

**Receptionist:** Can you come in next Tuesday at 9:00 a.m.?

**Student:** I'm sorry. I can't make that. Do you have anything in the late afternoon?

**Receptionist:** How about Tuesday at 4:30 p.m.?

**Student:** That will be fine. Thank you very much.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:30 a.m.	9:00 a.m.	10:30 a.m.	1:00 p.m.	2:45 p.m.	4:30 p.m.

in the morning

in the early morning

in the afternoon

in the late afternoon

on a different day