A Fully Booked Schedule



Dialogue · Emma et Daniel

Avant d'écouter

Repérez les contraintes d'agenda et le créneau finalement retenu.

Transcription

Emma — Project Coordinator: Hi Daniel. Have you got a minute? We need to schedule a project review before Friday.

Daniel — Operations Manager: Sure, but my calendar is pretty full this week. What did you have in mind?

Emma: I was hoping we could meet on Wednesday morning, around ten.

Daniel: I'm afraid I'm tied up until eleven. I've got back-to-back meetings.

Emma: What about Wednesday afternoon? I have an opening between two and three.

Daniel: That could work, but I've got a client call at half past two. Could we keep the meeting to twenty minutes?

Emma: I don't think that would be enough. We need at least forty-five minutes to go through the figures.

Daniel: In that case, could we move it to Thursday morning?

Emma: Let me check. Thursday at nine is available, but I have to finish by ten.

Daniel: Perfect. Forty-five minutes should be fine as long as we stick to the agenda.

Emma: Great. I'll block off the slot and send you a calendar invite.

Daniel: Thanks. Could you also set a reminder for thirty minutes before the meeting?

Emma: Of course. And please let me know if anything changes.

Daniel: Will do. See you Thursday.

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Expressions à retenir

My calendar is pretty full.
Mon agenda est bien rempli.

I've got back-to-back meetings.
J'ai plusieurs réunions consécutives.

I have an opening between two and three.
J'ai un créneau libre entre 14 h et 15 h.

Could we move it to Thursday morning?
Pourrions-nous déplacer la réunion à jeudi matin ?

As long as we stick to the agenda.
À condition de respecter l'ordre du jour.

I'll block off the slot.
Je vais réserver ce créneau.

Please let me know if anything changes.
Prévenez-moi si quelque chose change.

À vérifier après l'écoute

La réunion est fixée au jeudi à 9 h, pour une durée de 45 minutes. Daniel demande un rappel 30 minutes avant.