Make an appointment in English

1. Say why you are calling

How can I help you?	I'd like to make an appointment for a cleaning.
When would you like to come in?	On Tuesday in the morning, if possible.

Hi, I'd like to make an appointment.	I'd like a cleaning, please.	Do you have anything on Tuesday?
I'd like to come in the morning.		

2. Choose a day and a time

Tuesday is full. I have Thursday at 10:30 or Friday at two.	Friday at two works for me.

Is Thursday at 10:30 okay?	Friday at two works for me.	Do you have anything later in the day?
Do you have anything earlier?		

3. Spell your last name

Can you spell your last name for me?	Yes. C, O, S, T, A.
And what's a good phone number?	It's 555-0142.

My last name is Costa.	It's C, O, S, T, A.	My number is 555-0142.

4. Check the appointment

So that's Friday at two-thirty. Is that right?	Sorry, it's at two, not two-thirty.
Is that everything?	Yes. Thank you. Bye!

Sorry, it's at two, not two-thirty.	Could you repeat that, please?	Yes, that's right.
I need to change my appointment.	I'd like to cancel my appointment.	Thank you. See you on Friday.

Make the call with an AI chatbot: kotokin.com/learn/english/make-an-appointment