

Writing file 5

Writing a schedule

1 How often do you use schedules in your work?
What do you use them for (e.g. projects, trips, etc.)?

2 Read the email. What is the schedule for?

Hi Robert

Here's your schedule for next week.

November 7th
1900 Arrive at Dubai Airport. Meet company driver.
2000 Check in at Meridian Hotel. (Booking ref. TT3542)

November 8th
0700 Breakfast at hotel with export manager.
0900 Presentation to Middle East sales team (hotel seminar room).
1400 Conference call with London and Rome offices.
Update on morning presentation.
1800 Buffet reception at British Embassy on Al Seef Street. Meet local business people.

November 9th–10th
Gitex trade fair (see brochure and map attached). Our stand is in Hall 2 at G2-1.
Exhibition hall opens for exhibitors at 7.00 a.m.

November 11th
0530 Check out and travel by car to airport with company driver.
0840 Flight leaves

I'll email again if there are any changes. Hope it all goes well.

Frieda.

3 Read the email again and answer questions 1–4.

- Where is Robert going?
- List all the people he is meeting on his trip.
- List the different events he will attend.
- Has Frieda emailed any information about the trade fair?

4 We often use the prepositions *in, at, on* in schedules. Read the table and then complete sentences 1–5 with the correct prepositions.

| | place | time |
|-----------|--|--|
| in | in Dubai, in the exhibition hall, in the hotel* | in November, in the morning, in an hour |
| at | at the airport, at the trade fair, at the hotel* | at seven o'clock, at night, at the weekend |
| on | on a business trip, on Al Seef Street | on Monday, on November the 7th |

* 'in the hotel' means 'inside the hotel', 'at the hotel' is more general

- Robert lands _____ the airport _____ seven o'clock.
- The trade fair is _____ Dubai.
- The trade fair is _____ the 9th and 10th of November.
- Let's meet _____ the conference room _____ half an hour.
- Sorry, but Robert is away _____ a business trip.

5 Work with a partner. Read Frieda's notes for Robert's next trip. Discuss and plan his schedule using the times, dates, and places in Frieda's notes. Add your own details where necessary (e.g. What time will he need to leave or arrive at the hotel? How will he travel there?).

Tickets booked ✓
14th May Flight BA325 from London Heathrow at 0515.
Lands at JFK at 0905.
Return 16th May at 2315 on BA326. Lands next day at 0635.
He needs to check in two hours before departure!

Hotel booked ✓
Two nights at Hotel Manhattan (Booking ref. GOU1102).

Conference registration ✓
15th–16th May: The Regency Conference Centre. First presentation is at 10.00 a.m. on both days. Attend conference dinner (formal) on first evening. Starts at 8.00 p.m.

Sophie Richards from Analab would like to have dinner with Robert at the hotel on the first evening – call her to confirm this.

6 Work with your partner and write an email to Robert with the final schedule.