

1). Making an appointments in person 2

(Knock on the door) Knock, knock, knock

You: “Hi, Mei. Do you have a minute?”

Mei: “Sure. How can I help you?”

You: “I want to ask you about _____.”
*(Housing, Income Tax, Senior’s club, Flu shot,
Conversation class, Medical English class, Job fairs,
Writing resume, Volunteer programs)*

“Can I make an appointment with you please?”

Mei: “Sure. When do you want to come in?”

You: “Is (tomorrow) ok with you?”

Mei: “No, I am busy on that day.”
“How about next Wednesday at 10 am?”

You: “Next Wednesday is fine.”
“But I will be in class.”
“Can I come in at a different time?”

Mei: “How about 1pm?”

You: “That sounds good.”
“I can come in 1pm.”

Mei: “Ok. I will see you then.”

You: “Thank you.” “See you soon.”