

# BBC Learning English

## How to ...

### *Making an appointment*



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#### USEFUL TIPS ON HOW TO MAKE AN APPOINTMENT...

Making an appointment in English might seem more difficult than it really is. So here are a couple of helpful things we can do and think about before we speak to the receptionist – the person who usually organises appointments...

#### **TIP #1 - Jo**

*You're not going to understand everything that a native speaker says to you at all times. But don't worry and don't be afraid to tell them that you haven't understood. Don't be scared; the most important thing is that you make your appointment and achieve what you want to achieve.*

As Jo says, it's perfectly okay to ask the receptionist to repeat anything that you don't understand. And if you're speaking in English on the telephone, it's easy to forget what you want to say because you get nervous. Here's what John does so that he doesn't forget anything - in this case, when making an appointment with his mechanic:

#### **TIP #2 - John**

*When I want my car serviced, before I even make an appointment, I make a list of all the things I want checked and all the things I know that need repairing.*

Like John, if you write down everything you want to say in English before making your appointment, you won't have to worry about forgetting anything!