

The VIP Visit Itinerary

Making Arrangements and Scheduling

PART 01 Warm-Up Activity

1. How do you usually organize your week? Do you use a digital calendar or a paper diary?
2. If a friend asks to meet at "half six," what time do they mean?
3. What is the most difficult thing about planning a meeting with five different people?

PART 02 The Scenario

You are part of an events team at a large company. A very important client, Ms. Sterling, is visiting your city next week. You must finalize her two-day itinerary. However, Ms. Sterling is very busy and has several "non-negotiable" restrictions.

The Constraints:

- **The Site Tour:** Must last 2 hours.
- **The Business Lunch:** Must happen between 12:00 and 14:00.
- **The Contract Signing:** Must happen after the tour.
- **Ms. Sterling's Flight:** Arrives Tuesday at 10:45. She leaves Wednesday at 16:00.
- **Tuesday 15:00 - 17:00:** Ms. Sterling is unavailable (private calls).
- **Wednesday 09:00 - 11:00:** The CEO is unavailable.

THE TASK & GOAL

Create a final schedule for Ms. Sterling's visit that includes the Site Tour, the Business Lunch, and the Contract Signing.

1. Compare your personal schedules and the client's constraints.
2. Negotiate the best times for the three main events.
3. Write down the final itinerary with specific times (e.g., "Quarter past one").
4. Present your finalized schedule to the class.

ROLES & PERSPECTIVES

A: OFFICE MANAGER

You want the Site Tour to happen as early as possible so the client isn't tired. You prefer Wednesday for the formal lunch.

B: ASSISTANT

You know the factory for the Site Tour is only available on Tuesday afternoon. You think the Contract Signing should be the very last thing on Wednesday.

REFERENCE Useful Language

SUGGESTING A TIME	CHECKING SUITABILITY	CONFIRMING/REJECTING
Shall we schedule the...?	Does Tuesday suit you?	That works for me.
How about quarter past...?	Are you free at half ten?	I'm afraid I can't make it then.
Let's make it...	Would [Day] work for you?	Let's do [Day] instead.

PLANNING & NOTES

Plan your dialogue here

PART 03 Reflection

1. What was the hardest part of the schedule to agree on?
2. Which phrases from the "Useful Language Box" did you use the most?

The VIP Visit Itinerary

Target language practice.



TIME

30-40 MINS

OBJECTIVE

To practice making, accepting, and negotiating arrangements using specific time and date expressions.



GRAMMAR FOCUS

SUGGESTIONS AND SUITABILITY

- Shall we do Sunday instead?
- Which day suits you?
- Friday works for me.



KEY VOCABULARY

SUITS

AVAILABLE

ITINERARY

HALF PAST

QUARTER TO

Procedure

1. **Warmer (5 mins):** Ask students to define "half three" and "quarter to six" to check prior knowledge from the source text.
2. **The Task (20 mins):** Monitor the pairs/groups. Ensure they are using the "UK English" style of telling time as mentioned in the source material (e.g., "May the 31st"). If students finish early, ask them to add a "Dinner at a local restaurant" to the itinerary.
3. **Feedback (10 mins):** Have each group share their Tuesday 14:00 slot. Compare why different groups chose different activities. Correct any errors regarding "at" for times and "on" for days.