

agenda

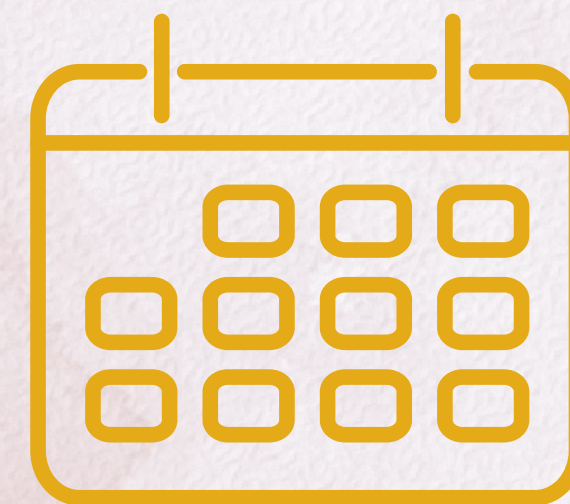


Fluentlicious
Materials for language learning

Can we meet, Emma?

Agendas, making plans & prepositions of time

A1-A2 level



Telling the time & schedules

Listen about Emma's day. Write down the times and the actions (transcript at the end of the file).

Time:

Action:



agenda

Talk about Emma's week.

Monday

lunch with Anna -
1 pm
yoga - 4 pm

Tuesday

business trip -
9 am-5pm

Wednesday

swimming pool - 8 am
ceramics class - 11 am
meeting with Dan
- 2 pm

Thursday

work - 8 am-2 pm
yoga - 4 pm

Friday

business meeting -
8-10am
lunch with Anna -
1 pm

Saturday

grocery shopping -
9 am
family dinner -
3-6pm

Sunday

jog in the park -
10am
cinema - 6pm

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True or false?

Monday lunch with Anna - 1 pm yoga- 4 pm	Tuesday business trip - 9 am-5pm	Wednesday swimming pool - 8 am ceramics class - 11 am meeting with Dan - 2 pm	Thursday work - 8 am-2 pm yoga - 4 pm
Friday business meeting - 8-10am lunch with Anna - 1 pm	Saturday grocery shopping - 9 am family dinner - 3-6pm	Sunday jog in the park - 10am cinema - 6pm	

1. Emma has a lunch with Anna scheduled on Monday and Friday.
2. Her yoga classes are only on Thursday and Sunday.
3. On Tuesday, she goes to the swimming pool in the afternoon.
4. Emma has a meeting with Dan on Wednesday at 2 pm.
5. She has a business trip planned for Monday, 9 am to 5 pm.
6. Emma works from 8 am to 2 pm on Thursday.
7. There is a ceramics class scheduled for Wednesday morning.
8. On Friday, she goes grocery shopping before lunch.
9. Emma plans to jog in the park on Sunday morning.
10. She has a family dinner on Saturday afternoon.

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Can We Meet, Emma?

Instructions for students:

- One student plays Emma, the others are friends, colleagues, or family members who want to plan something with her.
- Talk to Emma and try and schedule a meeting.

Monday lunch with Anna - 1 pm yoga- 4 pm	Tuesday business trip - 9 am-5pm	Wednesday swimming pool - 8 am ceramics class - 11 am meeting with Dan - 2 pm	Thursday work - 8 am-2 pm yoga - 4 pm
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Scenario 1: Coffee Catch-Up

You are Emma's friend. You want to meet her for a quick coffee this week. You're only free on Tuesday after 3 pm or Thursday morning.

Try to find a time that works for both of you.

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Scenario 2: New Art Gallery Visit

You are Emma's friend who loves art. There's a new art gallery opening and you'd like Emma to come with you. It's only open on Wednesday afternoon or on Saturday morning.

Ask Emma if she can join.

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10am
cinema - 6pm

Scenario 3: Project Meeting

You are Emma's colleague. You need to schedule a short project meeting with her. You're available Monday between 2-4 pm or Friday after 10 am.

Can Emma meet during those times?

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Scenario 4: Pizza Night

You are organising a pizza night with friends. You're free Friday night, Saturday evening, or Sunday afternoon.

Invite Emma and check when she's free.

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Scenario 5: Try Something New

You want to invite Emma to try a new dance class instead of yoga this week. It's at 4 pm on Monday or Thursday.

See if she's willing to skip yoga for one day and join the class.



Prepositions of time

ON

- Days of the week: on Monday, on Friday
- Dates: on July 8th, on Christmas Day
- Specific day + part of day: on Sunday morning, on Monday night

IN

- Months: in July, in December
- Years: in 2025, in 1990
- Centuries/decades: in the 21st century, in the 80s
- Parts of the day: in the morning, in the afternoon, in the evening

AT

- Clock times: at 3 pm, at 7:30
- Specific moments: at noon, at midnight
- Some fixed phrases: at night, at the weekend (UK), at lunchtime, at sunrise

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Fill in the gaps with: ON, AT or IN

- We have a meeting ____ Monday morning.
- I was born ____ 1995.
- Let's meet ____ 3:30 pm.
- She always goes running ____ the evening.
- My birthday is ____ July 8th.
- The movie starts ____ 7 o'clock.
- I usually wake up late ____ Sundays.
- He graduated ____ 2010.
- The party is ____ Friday night.
- We often travel ____ the summer.
- We have lunch together ____ noon.
- She called me ____ Christmas Day.
- I don't like walking ____ night.
- Our classes begin ____ September.
- My dentist appointment is ____ Tuesday.
- I was really busy ____ the afternoon.
- The shop closes ____ midnight.
- I'll see you ____ the weekend.
- He arrived ____ time for the meeting.
- My brother was born ____ November.

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Let's talk!

1. What do you usually do on Sunday mornings?
2. Do you prefer studying in the morning or in the evening? Why?
3. What's something fun that you do on your birthday?
4. Are you usually busy at the weekend? What do you do?
5. What time do you usually have dinner at night?
6. What are your plans in the summer?
7. Do you remember what you were doing at midnight last New Year's Eve?
8. What do you like to do on a rainy day?
9. What's your favourite thing to do in the afternoon?
10. What do people usually do on Christmas Day in your country?
11. Are you more active in the morning or at night?
12. What's something special you remember doing on a Saturday?
13. What's your favourite holiday in the year?
14. Do you usually wake up early on weekdays or at the weekend?
15. Have you ever travelled somewhere exciting in December?

Telling the time & schedules - transcript



At nine o'clock, Emma left the house to go to work.

At a quarter past ten, she had a coffee break and chatted with her colleague, Mark.

At twenty-five past eleven, she joined a meeting that lasted almost an hour.

At half past two, Emma went out for a quick lunch with her friend Lisa.

At a quarter to three, she realised she had forgotten her phone at the café!

At five to eight, she finally got home, tired but happy the phone was safe.

At eleven o'clock, she turned off the lights and went to bed.





Answer key - prepositions of time

- on Monday morning
- in 1995
- at 3:30 pm
- in the evening
- on July 8th
- at 7 o'clock
- on Sundays
- in 2010
- on Friday night
- in the summer
- at noon
- on Christmas Day
- at night
- in September
- on Tuesday
- in the afternoon
- at midnight
- at the weekend (or on the weekend – both are used; at is common in British English, on in American)
- on time (this is a fixed expression – means "not late")
- in November