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I needed to **schedule a meeting** for the three **departments** involved in a new project. I called each one to find a **date** that **would work for** all three of us.

Bruno: So, Nicola, would the **day after tomorrow** work for you?

Nicola: No, I'll be **out of the office** all day. Could we **do it early next week** or a **week from today**?

Bruno: I was hoping to schedule it **as soon as possible**. How about the **end** of this week?

Nicola: Well, I think that's okay. We could meet **late** Thursday or Friday. **I'm free** Thursday from 3 to 5, and on Friday from 10 to 1.

Bruno: Okay. Let me talk to Kumi and I'll let you know.

Bruno: Hi Kumi, can you **make** a meeting with Nicola and me this Thursday or Friday?

Kumi: Oh, **I wish I could** but I'll be in the Boise office **starting tomorrow**. How about the **following** week?

Bruno: I think we can do it **early** next week. Would Monday at 10 work for you?

Kumi: Sure, that's fine.

Bruno: Let me **check with** Nicola. You know, I think this would be much easier **on** email. I'll send Nicola a note and we can **confirm** on email.

Kumi: Okay, I'll **look for** your email.

You know, sometimes, I think scheduling a meeting is the hardest part of actually