

Objective

By the end of this lesson, the student will be able to effectively book appointments and write clear and concise emails or messages to confirm appointments.

Materials and Prep

Materials: Pen, paper, computer or tablet with internet access

Prep: None

Activities

1. Role-playing: Practice booking appointments by taking turns being the student and the service provider. Focus on polite and clear communication.
2. Email Writing: Draft an email to confirm an appointment, paying attention to the structure, tone, and clarity of the message.
3. Create a Script: Write a script for a phone call to book an appointment, emphasizing the key points to cover in the conversation.

Seventh Grade Talking Points

- "When booking appointments, it's important to be polite and respectful. You can start by saying, 'Hello, I would like to make an appointment for...'"
- "When writing an email to confirm an appointment, you should include the date, time, and location. You can say, 'I am writing to confirm our appointment scheduled for...'"
- "During a phone call to book an appointment, it's important to speak clearly and confidently. You can say, 'I'm calling to schedule an appointment for...'"