

EVENTUALLY VS POSSIBLY

Don't say: "Eventually, I'm free on Monday."

Say: "Possibly, I'm free on Monday."

Eventually means finally, in the end (nakonec). Whereas **possibly** means alternatively (eventuálně).

MAKING AN APPOINTMENT D - David, P - Paul

PLANNING FOR MEETINGS Purpose of meeting Notice of meeting Agenda Venue/setting Seating arrangement Audio-visual equipment

D: Good morning, Paul. How are you doing?

P: I'm fine; I would like to **arrange an appointment** with you and some members of the **executive board**. I wonder if you could be free next Thursday, 17th at 2 p.m.?

D: Sorry, I'm not **available** at that time. Could we **postpone** it to 4 p.m.? I'm having a meeting with my old colleague till 3:30 p.m.

P: That's too bad. I'd really **appreciate** if you could **attend** this conference. Is there any way you can **adjust** your schedule?

D: I'll **do my best.** I can possibly **swop** my meeting with one on Friday. Wait a minute. I'll call my colleague right away.

After a few minutes...

D: I was informed that my colleague needed to cancel our appointment. So, eventually am able to **participate in** your conference.

P: Great news! I am looking forward to seeing you next week.

D: Me too. Have a nice day.

VOCABULARY

arrange an appointment – naplánovat schůzku executive board – výkonný výbor available – dostupný, k dispozici postpone – odložit look forward to – těšit se na

adjust - přizpůsobit
do my best - snažit se
swop - prohodit
attend - účastnit se
appreciate - ocenit

QUIZ:

Complete the following sentences with "eventually" or with "possibly".

At first we had problems with arrangement of our appointment. But ______we
found a free day.

- 2. Could we _____meet on Tuesday at 5 p.m.?
- 3. She doesn't know yet what time she can come exactly. She can _____visit us after 7.
- 4. _____, they arranged another day for the meeting. They were all happy.

Key: 1. eventually 2. possibly 3. possibly 4. Eventually

