TRANSCRIPT · EPISODE 197

Could We Move It? Natural Ways to Reschedule an Appointment

English learning resource · EN

Full episode script · English

53 lines

Study task: Listen again and notice the expressions you studied.

Julia, can we move our appointment?

Of course, what time works better for you?

Welcome to Everyday Useful Expressions from Your English Toolbox.

Today we are practising how to reschedule an appointment politely.

Reschedule means arrange something for a different time.

Start with a clear request.

Could we move our appointment to Thursday?

Could we is polite and gives the other person room to answer.

You can also say, Would it be possible to change our meeting time?

That version sounds a little more formal.

If you have a preference, suggest a new time.

Would Friday morning work for you instead?

Instead shows that Friday morning replaces the original time.

Give a short reason if it helps.

Something has come up at work, so I cannot make Wednesday.

Come up means happen unexpectedly in this expression.

You do not need to share private details.

If you are flexible, ask for options.

Is there another time that suits you?

Suits you means is convenient for you.

When you agree, confirm the new arrangement.

Great, let us make it Thursday at ten.

Then repeat the details to avoid confusion.

Thursday at ten works for me, and I will see you then.

If the new time does not work, be kind and offer another.

I am afraid I cannot do Friday, but Tuesday afternoon is free.

Notice that a request is not a decision made for both people.

“I have changed it to Thursday” may sound abrupt if they have not agreed.

Listen to the difference between these two responses.

“Yes, Thursday at ten is fine.”

That accepts the proposed time.

“Thursday is difficult, but Friday morning could work.”

That response declines one time and offers another.

If you are the person changing the appointment, apologise briefly when the change causes inconvenience.

I am sorry for the change.

Then make the next step clear.

Would Tuesday at three suit you?

If you need time to check your calendar, say, Let me check and get back to you.

That is better than agreeing before you know you are free.

Let us practise.

You cannot attend your appointment on Monday.

Ask politely to move it to Wednesday.

Could we move the appointment to Wednesday?

Now confirm a new time after the other person agrees.

Great, Wednesday at two works for me.

What if Wednesday is impossible for the other person?

Offer another choice instead of ending with a simple no.

You could say, “Wednesday won't work for me, but Thursday morning is free.”

Then repeat the new time so neither person has to guess.

“Great, Thursday at ten; I'll see you then.”

A short apology is enough; a long explanation is not always necessary.

If your time is flexible, you can offer two options: “I can do Thursday or Friday.”

Good communication makes a change easier for everyone.