VOCABULARY · EPISODE 197

Could We Move It? Natural Ways to Reschedule an Appointment

English learning resource · EN

Key words & expressions · English

8 learning entries

Study task: Review the audio expressions, then practise the entries labelled Web extra separately.

1

reschedule

DEF

To arrange an event for a different time.

Common for appointments, meetings and bookings; more specific than simply change.

Could we reschedule our appointment?

The dentist rescheduled my check-up for next week.

2

come up

DEF

To happen unexpectedly.

In “something came up,” it gives a brief reason without requiring private details.

Something came up at work, so I cannot make Wednesday.

A family matter came up, and I had to leave early.

3

suit you

DEF

To be convenient or acceptable for someone.

Often used in questions about times or plans: “Does six suit you?”

Is there another time that suits you?

Tuesday afternoon suits me better than Monday.

4

Could we…?

WEB EXTRA - not spoken in the episode

DEF

A polite way to ask whether a change is possible.

It sounds collaborative because it invites the other person to agree or suggest another option.

Could we move our appointment to Thursday?

Could we start ten minutes later?

5

Would Friday morning work for you?

WEB EXTRA - not spoken in the episode

DEF

A polite question asking whether a suggested time is convenient.

"*Work for you*" *means be suitable, not perform a job.*

Would Friday morning work for you instead?

Would a quick call after lunch work for you?

6

Let me check and get back to you.

WEB EXTRA - not spoken in the episode

DEF

A way to say that you will check information and reply later.

Useful when you need to check a calendar; it avoids agreeing before you know you are free.

Let me check my calendar and get back to you.

I need to confirm the room; I will get back to you this afternoon.

7

I am afraid I cannot…

WEB EXTRA - not spoken in the episode

DEF

A tactful way to refuse or explain that something is not possible.

It softens a refusal; it does not necessarily express fear.

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

I am afraid we cannot extend the booking.

8

I am sorry for the change.

WEB EXTRA - not spoken in the episode

DEF

A brief apology when changing a plan may inconvenience someone.

Follow it with a clear alternative or next step so the conversation can move forward.

I am sorry for the change; would Tuesday suit you?

I am sorry for the change, and thank you for understanding.