

# Le rendez-vous

See both pages here



## Je voudrais prendre rendez-vous

When the French say 'make an appointment' the word for 'an' is often left out.

You are Pierre Lavabre, and you telephone Thomas Lapiere (your teacher) to postpone the meeting confirmed below to the following Monday. What time do you agree for the meeting?

De: LAPIERRE Thomas  
 À: Lavabre Pierre  
 Objet: Confirmation de formation

Pierre,  
 Veuillez trouver ci-joint les renseignements.  
 Je vous confirme notre rendez-vous jeudi 16 septembre à 10h.  
 Cordialement  
 Thomas

Send a short email to thank Thomas Lapiere and to confirm the new arrangement.

Telephone your teacher to arrange a meeting for the coming week. You cannot do the times which are blocked out

**ça vous convient ?** does that suit you?  
**cela m'arrange bien** that suits me fine  
**je préfère mardi à mercredi** I prefer Tuesday to Wednesday  
**je vous prie de bien vouloir me confirmer la date de votre arrivée**  
 would you please confirm your arrival date  
**est-ce que la salle de réunion est libre entre 10h et midi ?** is a meeting-room free between 10h00 and 12h00?  
**je confirme ma réservation à votre hôtel du douze août** I confirm my reservation at your hotel for the 12th August  
**êtes-vous disponible / libre à 11h ?** are you available / free at 11h00?  
**je suis libre jeudi - de préférence l'après-midi** I can do Thursday - preferably in the afternoon  
**et le 24 Juin ?** how about 24th June?  
**et demain ?** how about tomorrow?  
**je vais réserver une chambre** I will book a room  
**je dois changer l'heure de notre rendez-vous** I need to change the time of our meeting  
**je ne peux pas être là** I am unable to be there

Draft an email to a hotel confirming a reservation for Monday and Tuesday evening, 12th and 13th October.

**je vous confirme**  
 Note how in French the word for 'you', which in English would come *after* the verb 'confirm', comes *before* **confirme** in French. This is standard. French words for 'me', 'you', 'him', etc, come before the verb in French even though the English equivalents come after it.

	lundi	mardi	mercredi	jeudi	vendredi
0900		█	█	█	
1000	█		█	█	
1100	█	█	█		█
1200		█		█	█
1300					
1400	█			█	█
1500	█		█	█	█
1600		█			█

A **rendez-vous** is an appointment, while a **réunion** is a meeting.

You could use **rendez-vous** for a social get-together as well, but a **réunion** is always business-related.

Quand est-ce que ça vous convient ?



je veux prendre rendez-vous avec... I want to arrange a meeting with ...  
 quand est-ce que ça vous convient? when will be convenient for you?  
 je ne suis pas disponible à cette date I cannot make it then  
 est-ce que nous pouvons changer la date? can we change the day?  
 je suis impatient de vous rencontrer I look forward to seeing you  
 c'est bien, d'accord very good, fine  
 malheureusement je dois annuler (reporter) notre rendez-vous  
 unfortunately I have to cancel (postpone) our meeting



Je suis libre demain.

Translate into French:

Rec. Hello?  
 Duglos Good morning. May I speak to Mr Dournes?  
 Rec. Who is speaking?  
 Duglos It is Mr Duglos speaking. I have a meeting with Mr Dournes this afternoon at three o'clock. Unfortunately I have to postpone our meeting. I am not in the office today.  
 Rec. Okay, so, when is it convenient for you? Which day do you prefer?  
 Duglos Thursday, 10 o'clock?  
 Rec. That's fine.  
 Duglos Thank you very much.  
 Rec. Not at all.

	lundi	mardi	mercredi	jeudi	vendredi
0900	█		█		█
1000		█	█		█
1100	█	█	█	█	█
1200	█			█	█
1300					
1400	█	█		█	
1500		█	█		
1600					

Telephone your teacher to arrange a two-hour meeting next week. As you see from your agenda below, there are only a few times available