

19강. 24 약속 잡기 & 변경하기

24 문서 업무 기본 표현

약속 잡기 & 변경하기

I will schedule[plan] the video teleconference during your business hours.

- video teleconference 원격화상회의

Let me know when is convenient for you.

We would like to fix a meeting at your earliest convenience.

Please accommodate everyone's schedule.

- accommodate (환경 등에) 맞추다

How about an hour later?

I am okay either tomorrow or this Friday after lunch.

I'm afraid I have a prior commitment on the 23rd.

I'm sorry, but I'll be occupied that week.

Drop by at your convenience.

I think I can find the time to visit your office tomorrow.

We will hold our next teleconference two weeks from now, at 9 a.m., on Tuesday, December 7th, Korean time.

We have three options for the meeting time:

- Wednesday afternoon 12-2 p.m. in Conference Room 202.
- Friday evening 7-9 p.m. at the president's residence.

I will arrange for a car to meet you at the airport.

We look forward to seeing you then.

Can we rearrange our appointment again at a different time, say at 10:00 a.m. instead of 11:00 a.m.?

Is it possible to readjust the conference schedule?

- readjust 재조정하다, 변경하다

Would you mind coming into our office slightly later, in about 30 minutes? My earlier appointment got delayed.