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| **Callee (outside the classroom)** |
| Fill out beforehand | Fill out during conversation |
|  | Who called you:  |
|  | When did they ask if you were available? |
|  | What were they inviting you to do? |
| What **will** (要) you be busy doing during the first time the caller proposes? |  |
|  | What is the second time the caller proposes? |
| What **will** (要) you be busy doing during the second time the caller proposes? |  |
| The caller will then ask you what time you ARE free. |
| When the caller asks when you are free (有空 or 有時間) – what time will you say that you are **finally (才)** free? |  |
|  | Where does the caller propose you meet? |
| **Caller (inside the classroom)** |
| Fill out beforehand | Fill out during conversation |
| Ask if \_\_\_\_\_\_\_\_\_\_\_\_\_ is there…. |
| Who are you calling? |  |
| What time do you ask if the person you are calling is available? |  |
| What do you invite the person to do at that time? |  |
|  | What is the person you are calling busy doing during the first time you propose meeting? |
| What is the second time you will propose? |  |
|  | What is the person you are calling busy doing during the second time you propose meeting? |
| **After they’ve shot down your second proposed time, ask the person what time they ARE free** (有空 or 有時間) |
|  | What time does the person say they are finally **才** free? |
| Where do you propose to meet the caller? |  |