# Arranging Your Diary With The Verb “to be”

# Les jours de la semaine - the days of the week

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| lundi |
| mardi |
| mercredi |
| jeudi |
| vendredi |
| samedi |
| dimanche |

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| To say “on Monday”, simply say *lundi*. You do not say “on” in French when expressing the day of the week.“On Mondays” i.e. every Monday would be *le lundi.* |

# La date et les mois de l’année – the date and the months of the year

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| janvier |
| février |
| mars |
| avril |
| mai |
| juin |
| juillet |
| août |
| septembre |
| octobre |
| novembre |
| décembre |

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| To express the date in French, use *le* for “on the”e.g. *le 2 novembre* – on the 2 November.You can simply say *le 2* for “on the 2nd”e.g Tu es libre le 2? - Are you free on the 2nd ?For 1st of the month, use *le 1er (premier)*, otherwise *le 2, le 3* etc. |

# L’heure – the time

Using the 24-hour clock is very straight-forward.

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| --- | --- |
| 10.00 | dix heures |
| 10.05 | dix heures cinq |
| 10.15 | dix heures quinze |
| 10.30 | dix heures trente |
| 10.45 | dix heures quarante-cinq |

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| Use *à* to say “at”: |
| à dix heures | at 10.00 |
| J’ai rendez-vous (une réunion) à dix heures | I have a meeting at 10.00 |

**You can use the verb “to be” *(être)* to arrange a meeting.**

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| Etes-vous (es-tu) libre lundi à 10 heures? or more informally,Vous êtes (tu es) libre lundi à 10 heures? | Are you free on Monday at 10.00? |

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| --- | --- |
| Oui, je suis libre lundi à 10 heures | Yes, I am free on Monday at 10.00 |
| Non, je ne suis pas libre lundi à 10 heures | No, I am not free on Monday at 10.00 |

|  |  |
| --- | --- |
| Je suis … | I am … |
| en congé | on leave |
| en vacances | on holiday |
| en voyage d’affaires | on a business trip |
| en déplacement | on a business trip |
| en réunion | in a meeting |
| absent(e) du bureau | out of the office |
| malade  | ill |

# Other useful phrases for arranging meetings

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| Je voudrais prendre rendez-vous avec … | I would like to arrange a meeting with |
| Etes-vous (es-tu) disponible? | Are you available? |
| J’ai une réunion | I have a meeting |
| J’ai (un) rendez-vous | I have a meeting |
| C’est noté | I’ve made a note of it |
| C’est possible | It’s possible |
| C’est impossible | It’s impossible |
| C’est parfait | It’s perfect |
| Ça me convient | That suits me / is convenient |
| Ça vous / te convient? | Does that work for you? |
| D’accord | OK (expressing agreement) |

You can use the imperfect and future tenses to say where you were and where you will be:

|  |  |
| --- | --- |
| La semaine dernière j’étais en congé | Last week I was on leave |
| Lundi je serai en déplacement à Paris | On Monday I will be on a business trip in Paris. |

**Exercise 1**

*Translate the following questions and answers into French.*

1. Are you free on Tuesday at 9.15?



1. No, I am on leave on Tuesday.



1. Are you free on Monday morning at 10.30?



1. No, I have a meeting at 10.15.



1. Are you free on Friday at 15.00?



1. I have a meeting at 16.30, but I am free at 15.00.



1. Are you free on Tuesday at 13.45?



1. No, I am on holiday on Tuesday.



1. Are you available on 3 November?



1. Yes, it’s possible. I am available on Wednesday at 15.30.



1. I was in Paris last week.



1. Next Wednesday I will be on a business trip in Lagos.

