

ARRANGING YOUR DIARY WITH THE VERB “TO BE”

Les jours de la semaine - the days of the week

lundi
mardi
mercredi
jeudi
vendredi
samedi
dimanche

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

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

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.

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

Use <i>à</i> 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.

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

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?

- 2.** No, I am on leave on Tuesday.

- 3.** Are you free on Monday morning at 10.30?

- 4.** No, I have a meeting at 10.15.

- 5.** Are you free on Friday at 15.00?

- 6.** I have a meeting at 16.30, but I am free at 15.00.

- 7.** Are you free on Tuesday at 13.45?

- 8.** No, I am on holiday on Tuesday.

9. Are you available on 3 November?

10. Yes, it's possible. I am available on Wednesday at 15.30.

11. I was in Paris last week.

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