

Higgins: SE Company, Tim Higgins speaking.

Yoshida: Hello, Tim. This is Ken Yoshida. I'm calling about our appointment on June 8. I have to go to Osaka on June 7 and 8 to attend a conference instead of my boss. I'm sorry, but could we reschedule our appointment?

Higgins: Sure. No problem. Let me check my schedule. Well ..., I'll be out of town the first half of next week. I'll be back on Wednesday evening.

Yoshida: All right. Umm ... I'll be tied up on Thursday and Friday.

Higgins: I see. Well, then would it be the week after that?

Yoshida: I'm afraid that would be too late because there isn't much time left. I suggest meeting earlier.

Higgins: I agree. What's your schedule like?

Yoshida: I'll be available any day from June 3 to 6.

Higgins: Let me see ... I have another appointment near your office on the 4th.

Yoshida: That's good for us. What time is your appointment?

Higgins: It's at 1:00. I'm sure it won't take more than half an hour, so I'll be able to come to your office at 1:45. Just in case, let's fix it at 2:00.

Yoshida: OK, so it's June 4 at 2:00 at my office. In case you're going to be late, don't worry and just give me a call. I'll be at the office all day.

Higgins: Thank you.