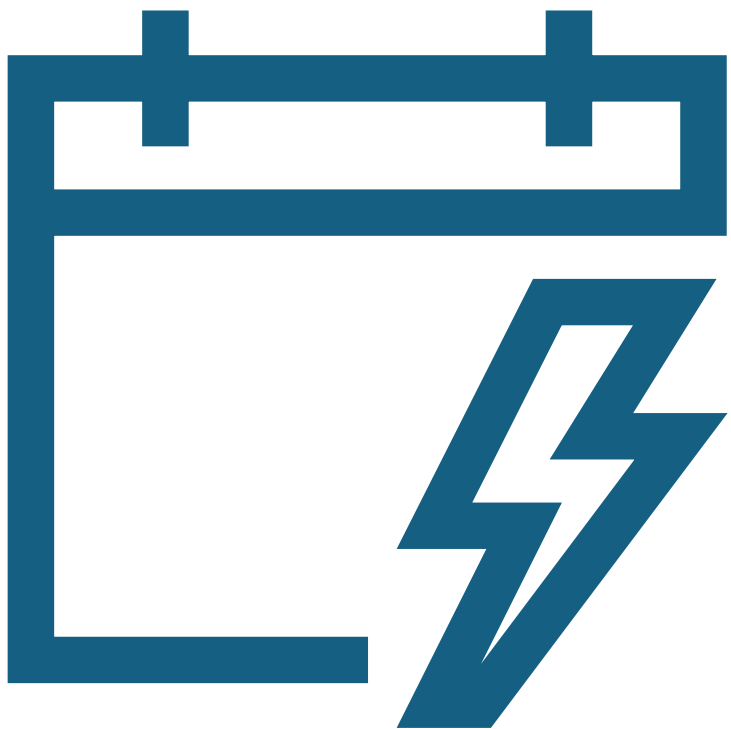




Focus: Scheduling meetings, clarifying availability, expressing time differences, and checking understanding

Scheduling Across Time Zones



The English Hub

Welcome & Objectives

In today's lesson, you will:

- Practise setting meeting times across time zones
- Use polite language for suggesting and confirming schedules
- Understand and express time differences clearly
- Apply grammar for checking clarity and confirming availability

Warm-up Discussion:

Have you ever missed or misunderstood a meeting because of time zones?

How do you normally confirm someone's time or suggest yours?

Key Vocabulary – Time Zone Essentials

Read and define the following vocabulary with your tutor:

Phrase	Meaning
Time difference	The number of hours between two time zones
Local time	The time in your current location
Flexible availability	Able to adjust timing if needed
Early/late for someone	A time that is outside regular working hours for someone
Overlap hours	Times when both teams are working (shared hours)

Task - Time Zone Speaking Practice

Your tutor will read out the following short examples:

- *“Meeting at 5:00 p.m. London, 9:00 a.m. San Francisco.”*
- *“Conference call at 2:00 p.m. New York, 8:00 p.m. Paris.”*
- *“Team check-in at 11:00 a.m. Sydney, 6:00 p.m. Los Angeles.”*
- **Task:** Use **one of the terms** (*meeting, call, check-in, conference, etc.*) to create a **full spoken sentence**.

Example:

“Our team call is at 2:00 p.m. New York time, 8:00 p.m. in Paris.”

Grammar – “What Time Works for You?” (Polite Questions)

We use **modal questions** to sound flexible and professional

Structures:

- “Would [time] work for you?”
- “Is [time] too early for you?”
- “Could we aim for [time] your time?”

Example:

- “Would 10am your time work for a quick call?”

Task: Your tutor will give you a proposed time. Practise asking for availability using a polite modal structure.

Listening Challenge – Understanding Time Zones

Your tutor will read the following phrase:

- “Let’s meet at 4pm Paris time. That should be 10am in New York and 7am in San Francisco.”

Discuss:

- What time is it in San Francisco?
- What city has the meeting time?
- Is this early or late for anyone?

Tip: Focus on comprehension and mental mapping

Grammar – Using “Your Time / My Time”

The following phrases are used to help avoid confusion in spoken scheduling.

Examples:

- “Let’s book it for 3pm **your time** — that’s 11am **my time**.”
- “I can do 9am **my time**, but that might be too early **your time**.”

Task: Practise creating 2 sentences based on times suggested by your tutor.

Tip: Emphasise clarity: “your time / my time” instead of assuming

Activity – Spot the Ambiguity

Your tutor will read out vague meeting offers. Explain what you think is unclear and why:

“Let’s meet at 3.”

“I’m free in the afternoon.”

“I should be back tomorrow”

Task: Rephrase the sentences using **exact time + time zone**

Example: “Let’s meet at 3pm London time (GMT+1).”



Grammar – “So That It’s Not Too...” (Purpose Clauses)

Purpose Clauses are useful for offering alternatives with consideration

Structure:

“So that it’s not too [early/late/inconvenient] for...”

Examples:

- “Let’s meet at 10am your time **so that it’s not too early** for you.”
- “I can shift it to 4pm **so it’s not too late** for the team in Asia.”

Activity: Scheduling a Global Team Meeting

Imagine you're organising a virtual meeting for a project team with members in London, New York, and Tokyo.

- In London, it's currently **9:00 a.m.**
- In New York, it's **4:00 a.m.**
- In Tokyo, it's **6:00 p.m.**

If you set the meeting for **9:00 a.m. London time**, it's extremely early for New York.

Task: Offer a polite alternative time using:

"...so that it's not too [early/late/inconvenient] for..."

Or create your own polite and professional response.

Example answer:

- "Let's make it 2:00 p.m. London time so that it's not too early for the team in New York."



Roleplay – Suggest & Confirm

Scenario: Imagine you and your colleague need to arrange a quick 30-minute meeting this week to review a project update.

Task Create a dialogue with your tutor including the following:

- **Offer 2 potential times clearly**
(Make sure they are specific and easy to understand — include the time zone if needed.)
- **Ask if either works**
(Check your colleague's availability.)
- **Confirm the final time politely**
(Once they choose, re-state it clearly to avoid confusion.)

Cultural Insight – Punctuality & Time Perception

In some cultures, time is strict. In others, there is flexibility.

Discuss:

- How does your culture view being ‘on time’?
- How do English-speaking teams usually talk about punctuality?

Listening Drill – Time Conversions

Scenario: Imagine your tutor is your colleague at work. Listen to them offer you 3 suggested times to have a meeting:

Tutor reads: “The meeting is at 2pm Tokyo time. That’s 6am London, 1am New York.”

Task: Repeat the key information and identify one time you would prefer to attend in a professional tone.



Grammar – Expressing Preferences Politely

Soft phrases are used to say which time is better without sounding demanding.

Examples:

- “If possible, I’d prefer something later in the day.”
- “Mornings work better for me, but I’m open.”
- “Is there any chance we could do slightly later?”

Activity: Awkward Schedules

Imagine you're based in **London** and your colleague (tutor) is in **Sydney**. They suggest:

- *“Let’s have our project call at 5:30 a.m. your time on Thursday.”*

This is too early for you. Your task is to respond **politely** using one of the polite preference phrases and suggest an alternative time.

Task: Use a polite preference phrase to suggest a specific alternative that works for both time zones.

Example starter: *“Would it be possible to...”*



Reading Task – Scheduling Email Sample

Have a go at reading the following email to your tutor:

“Hi team,
I’d like to propose a check-in at 11am London time (GMT+1), which would be 7pm in Tokyo and 6am in Toronto. If that doesn’t work, I’m flexible on Tuesday.
Best,
Maria”

Questions:

- What is the proposed time in Tokyo?
- What happens if that time doesn’t work?



Activity – “What’s a Good Time?” Challenge

Tutor gives you a time zone and meeting need.

- Student builds full sentence using:
- Specific time
- Their time zone
- Their colleague’s time zone
- A polite question

Example:

- “I can do 4pm my time (London), which should be 11am your time (New York). Would that be okay?”

Activity – “What’s a Good Time?” Challenge

Scenario: Imagine your tutor is a work client and they suggest:

“We need to set up a 1-hour team meeting between our New York and Singapore offices next week. It should be during both teams’ working hours if possible.”

Task: Clarify the time difference between New York and Singapore.

- Suggest **two possible meeting times** that work for both locations.
- Ask politely if either option works.
- Confirm the final time clearly.

Common Mistakes – Saying “EST” or “My Time” Only

Using expressions such as ‘EST’ or ‘My Time’ can confuse others.

Your tutor will read out the following casual expressions:

- *“Call at 9am my time.”*
- *“Catch up at 4pm PST.”*
- *“Workshop at 11 tomorrow.”*

Task: Rephrase each one to make it **clear and unambiguous** by adding:

- **City name**
- **UTC offset**
- **Date if needed** (with time zone)

Example upgrade:

- “Let’s meet at 3pm EST” – too vague
- “Let’s meet at 3:00 p.m. New York time (UTC-5) on Thursday, March 14.” – clear communication



Grammar – Future Continuous for Scheduling

Future continuous is used to show polite awareness of someone's current task during meeting time

Structure:

will + be + verb-ing

Examples:

- “I think you’ll be presenting at that time.”
- “I’ll be commuting, so could we meet earlier?”
- “She’ll be travelling then, maybe another day?”

Task: Have a go at using this structure to politely suggest a time change.

Activity – “Suggest or Ask?”

Your tutor will read each of the following sentences aloud.

Task: Explain whether it’s a suggestion or a question and how you would improve it for clarity and professionalism:

- *“Let’s meet at 4 tomorrow.”*
- *“Could you join the call at 9 a.m.?”*
- *“We should move the meeting to Friday.”*
- *“Is Thursday afternoon okay for you?”*
- *“Why don’t we book the room for the whole morning?”*

Examples:

- “Let’s meet tomorrow.” (Too direct: suggest alternative phrasing)
- “Can we meet after 3pm?” (Question: sounds fine, but could be softened)

Bonus: Have a go at rephrasing the sentences from the activity to make them clear and professional.



Review & Reflect

Discuss:

- What's a clearer way to suggest meeting times across time zones?
- What phrase can you use when you want to sound flexible?
Tip: Respond with real examples