WHAT TIME WOULD BE BEST FOR YOU?

MS. HARRIS
Hi Mr. Sweeney. This is Rebecca Harris. We spoke on the phone last week at the trade show. You asked me to give you a call this week.

MR. SWEENEY
Yes. Thank for getting back to me. Let's set up a meeting, and we can talk more.

MS. HARRIS
Sure. What time would be best for you?

MR. SWEENEY
Let's see. How about next Monday afternoon at 2:00 at my office?

MS. HARRIS
That sounds good. I'll see you then.

FOLLOW-UP QUESTIONS

1) Where did Ms. Harris and Mr. Sweeney meet?

2) Why does Mr. Sweeney want to set a meeting?

3) When will the meet?