

Reading 2A Read the emails and put them in the correct order.

A  
Hi Melissa,
I'm really sorry but I need to cancel our meeting tomorrow. We're **having** an emergency team meeting.
Are you working from home today?
Can I call you after you talk to the client?
Best,
Sarah

B  
Hi Melissa,
Here's a copy of the presentation slides for the clients **we're meeting** next week. Please find them attached.
Can we arrange a meeting before the presentation? I'd like to discuss the key points.
I'm **not working** in the office tomorrow so can we meet on Thursday? After lunch?
Thanks,
Sarah

C  
Hi Sarah,
Thanks for the presentation slides. They are very good.
I'm **talking** to the client tomorrow morning so it's fine to meet on Thursday afternoon. I'll see you then.

Melissa

1

2

3

Three informal ways to end an email are:

Best regards,

Thanks,

Best,

We use them in the same way.

B Complete email c with the phrase from the box you prefer.

3 Read the emails in the correct order. Answer the questions with *Sarah*, *Melissa* or *both*.

Who ...

- 1 prepared the presentation slides? Sarah
- 2 asks for a meeting? _____
- 3 likes the presentation slides? _____
- 4 asks to change the meeting? _____
- 5 has a problem in their team? _____
- 6 doesn't always work in the office? _____

4A Choose the correct words.



Project meeting

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Hi Kiesha,

As you know, we ¹*re starting* / *'s starting* a new project next month. I'd like to talk about the team roles with you. Can we arrange a meeting to discuss this?

I ²*re not working* / *'m not working* in the office tomorrow but I'm free on Wednesday.

³*Is you working* / *Are you working* in the office on Wednesday? Can we meet in the morning?

At 9 a.m.?

Best regards,

Tim