

Developing your reading skills

- 1** You are the main client co-ordinator on the project. Pick out the key stages that the client will need to be involved in and complete the email.

To: KayAnderson@citycouncil.com
From: j.marino@bellhillconstructionplc.com
Re: Hill View School building

Dear Ms Anderson,

My name is James Marino and I am your main point of contact at Bellhill Construction plc. I've received a schedule for the key dates over the next three months. Please be advised of the following dates where we will require your input.

17 April *Meeting with our design and commercial team to discuss amendments to the draft designs.*

20 April

14 May

20 May

31 May

1 June

15 June

Do let me know if any of these dates will be difficult for you or if you have any queries. I very much look forward to working with you over the coming months.

Best wishes,
James Marino