

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