KINGDOM OF BAHRAIN
Ministry of Education
AL.Hidaya AL.Khalifia Secondary Boys School
Department of English

مملكة البحرين
وزارة التربية والتعليم
مدرسة الهداية الخليفية الثانوية للبنين
قسم اللغة الإنجليزية

ENG215

UNIT 2

PART A

4 Writing

a Read Tania's reply to Carla's email in 2 Reading. In pairs, discuss what is wrong with it.

From: tania.murray@ccs.com
To: carla.sanchez@ccs.com
Subject: Re: Meeting with Alcatan

Dear Carla
Thanks for the email, lovely to hear from you! I had a great holiday, thanks. It was really hot every day, and it was so nice to lie on the beach and completely forget about work. We made some good friends there, too. We'd like to go again next year, but the flights were quite expensive.

ALCATAN ARE TERRIBLE. I HAD TO SEND BACK A WHOLE CONTAINER BECAUSE THE PLASTIC WASN'T STRONG ENOUGH.

I'm really busy but I can probably find half a day next week. What day is the meeting?

All the best
Tania

Production Manager
Central Catering Supplies
Direct tel: 0136 889 489

b Rewrite Tania's email to make it a better reply.

From: tania.murray@ccs.com
To: carla.sanchez@ccs.com
Subject: Re: Meeting with Alcatan

Dear [ ]
Thanks for your [ ]. I had a very good [ ], thanks. I hope you are [ ]

I'd be happy to attend the [ ].

I'm away Monday and Tuesday next [ ], but I can [ ] Wednesday morning or any time Thursday and Friday. Let me [ ] when you've finalized [ ].

All the [ ]
Tania

Production Manager
Central Catering Supplies
Direct tel: 0136 889 498

Mr. Sameer Abdul-Hameed
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LIVEWORKSHEETS