



Smart Talk

Read these informal text messages and turn them into formal emails using word formation and the verbs in brackets.

🗣️: plz turn down the music now!

To: _____
Subject: _____

_____ (can) you please _____ (low) the volume of the music _____ (immediate)? It is quite loud and it _____ (cause) a disturbance.
Your cooperation is appreciated.

Send A 🗣️ 📧 📎 ☰

🗣️: r u coming for dinner tonight?

To: _____
Subject: _____

I _____ (want) confirm if you _____ (join) us for the event this evening. Please let me know at your _____ (early) convenience.

Send A 🗣️ 📧 📎 ☰

🗣️: can't help you, i'm sry

To: _____
Subject: _____

I regret _____ (inform) you that I am _____ (able) to assist you with your request at this time. I _____ (sincere) apologize for any inconvenience this may cause

Send A 🗣️ 📧 📎 ☰

🗣️: i'm calling the meeting off

To: _____
Subject: _____

It _____ (sad) me to inform you that the meeting scheduled for today _____ (postpone) until further notice.

Send A 🗣️ 📧 📎 ☰