Lead-in 1 Read the email about an induction day. Complete it with the phrases in the box and add capital letters where necessary. Then compare in pairs.

after	all the best	dear Jill	feel free to call me if you have any questions
firstly	just a quick email to let you know	then	

[1]_____ ,

[2]_____ that we are organising an induction day for you on Thursday or Friday next week.

[3]_____ , Mike Evans, the Production Supervisor, plans to show you around the factory at 8 a.m. [4]_____ , at 10 a.m. Anna Hargreave, who is responsible for Marketing, would like to introduce you to her team and explain the new projects they are working on. I think you'll find it very interesting.

[5]_____ that you'll have lunch with the finance team in the staff canteen. In the afternoon Davina Porter, who deals with customer service, feels that it's a good idea for you to accompany her on a visit to some of our most important clients.

Let me know which day is best for you and [6]_____ or need any help.

[7]_____

Greg

LIVEWORKSHEETS