

English for Emails

Unit 5: Making arrangements

Task 1

Put the phrases in the right group.

next week / when you are free / after work /
next time you come / at the weekend / on
Monday / yesterday / three days ago /
tomorrow / in 2009 / last month / in October

In the past

In the future

In the past or future

Task 2

Complete the sentences.

get / Monday / I'm coming / the evening / at /
week

Dear Nadia,

_____ to the 'Teaching for Change'
conference next _____. I'm glad
you are going, too. I'm arriving on _____
afternoon. I'll text you when I _____ to

the hotel. Perhaps we can
meet in _____. Are you free to go out
for a meal _____ about 7:30?
Hope to see you soon.
Lisa

Task 3

Match the endings of the sentences to the beginnings.

next Saturday. / convenient for you? / to
seeing you tomorrow. / to meet? / free next
Tuesday afternoon?

1. What time would you like

2. I look forward

3. I'm coming to London

4. When would be

5. Are you

Task 4

Put the email in the right order.

- A. I can call you then if it is convenient.
- B. Nguyen Minh Chau
- C. Are you free to talk about it on the
phone tomorrow at about 3.30?
- D. Head Teacher – Vietnam
International School
- E. Could you please let me know?
- F. Dear Mr Chan,
- G. I look forward to hearing from you
soon.
- H. With best wishes,
- I. Thank you for your last email.

Task 5

Choose the correctly punctuated email.

1. dear mr chan
thank you for your last email are you
free to talk about it on the phone
tomorrow at about 3.30 I can call you
then if it is convenient could you
please let me know
I look forward to hearing from you
soon
with best wishes
Nguyen Minh Chau
Head Teacher – Vietnam
International School
2. Dear Mr Chan
Thank you for your last email Are you
free to talk about it on the phone
tomorrow at about 3.30 I can call you
then if it is convenient Could you
please let me know
I look forward to hearing from you
soon
With best wishes
Nguyen Minh Chau
Head Teacher – Vietnam
International School
3. Dear Mr Chan,
Thank you for your last email. Are you
free to talk about it on the phone
tomorrow at about 3.30? I can call
you then if it is convenient. Could you
please let me know?
I look forward to hearing from you
soon.
With best wishes,
Nguyen Minh Chau
Head Teacher – Vietnam
International School

Task 6

Choose the correctly spelt words. In each question, only one is correct.

1.
a) Tuesday
b) Tusday
c) Tuseday
2.
a) forwad
b) forward
c) forword
3.
a) tommorrow
b) tomorrow
c) tomowrrow
4.
a) evening
b) evning
c) evining
5.
a) meting
b) meating
c) meeting
6.
a) convennient
b) convenient
c) convenient