

Writing Short communications

1 Write the abbreviations for the phrases.

- | | |
|--------------------------------|-----------------------------------|
| 1 working from home <u>WFH</u> | 5 by the way _____ |
| 2 close of business _____ | 6 end of day _____ |
| 3 as soon as possible _____ | 7 for your information _____ |
| 4 to be confirmed _____ | 8 estimated time of arrival _____ |

2 Choose the option that would be most appropriate for an informal text message.

- | | |
|-------------------------------------|-----------------------------|
| 1 Not in office today. ____. | 4 ____ outside restaurant. |
| a WFH | a We're meeting |
| b ETA | b Meeting |
| c TBC | c I'll meet |
| 2 On my way. ____. | 5 Everybody coming to ____. |
| a I will arrive in ten minutes | a the conference |
| b I will be with you in ten minutes | b a conference |
| c With you in 10 | c conference |
| 3 Need to speak to you. Call ____. | 6 Need report by ____. |
| a BTW | a EOD |
| b ETA | b the end of the day |
| c ASAP | c FYI |

3 Complete the email and text messages with the words in the box.

appointment EOD FYI rearrange see TBC thanks WFH

Hi Antonia,

I've got an appointment to look at the location for the new factory tomorrow morning, time ¹ _____. Is that OK with you, or shall I ² _____ for the afternoon? The owner is only here for a couple of days, so please let me know by ³ _____.

Regards,
Roberto

Hi, Roberto. ⁴ _____ tomorrow afternoon, so any time in the morning is fine. Thanks!

Great! ⁵ _____ confirmed tomorrow 10.30 a.m.

⁶ _____, three other companies also interested.

OK. ⁷ _____ for telling me.

⁸ _____ you tomorrow.

4 Write an informal email to a work colleague. Follow these steps.

- Greet him/her.
- Say your report is almost ready.
- To finish it, you need last month's sales figures. Ask him/her to send you the sales figures for last month.
- Tell him/her you will finish it by the end of the day and send it to him/her.
- Remind him/her that you are working from home tomorrow.
- End your email.