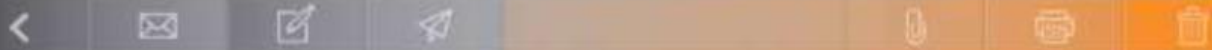


Unit 3: Functional language – Email requesting an update

1 Complete the email using the expressions in the box.

- | | |
|---|----------------------------------|
| a Could you let me know | d I'd like to know if |
| b I need your help with | e Would it be possible to |
| c I'd appreciate it if you could | f Would you mind |



To: Clara Newman

From: Claudia Gomez

Subject: Update

Dear Clara,

I hope you are well. It was good to catch up with you last week at the training course. I'm writing because ¹_____ the monthly report. I know you're busy but it's important. ²_____ what the current position is?

³_____ the first phase of the project is now complete. If not, what date do you have for completion? And is Dieter now working on the project? ⁴_____ give me his starting date. ⁵_____ sending me final figures for the project? Sorry to ask so many questions. ⁶_____ have this information by tomorrow? I'd also like to request a meeting with the customer in Rome next week. I'd therefore be grateful if you could contact him and arrange it. I think that's all.

Kind regards,

Claudia