

UNIT 6.1

FURTHER PRACTICE

1. Writing

Complete these e-mails with words or phrases from the box.

arriving delay early I should later leaving please sorry
thanks you'll

From: Dave@gmail.com

To: Judith @ gmail.com

Subject:

Hi Judith,

.....¹ for making my travel arrangements.

Everything is fine, but you booked me on flight BA 167,

.....² at 8:30.

That means³ check in at at 7:30⁴ find another flight slightly⁵.

As you know, the meeting doesn't start until 11:30.

Talk to you later

Dave

From: Judith @ gmail.com

To:: Dave@gmail.com

Subject:

Dear Dave,

.....⁶, I forgot you don't like⁷ starts very much!

There is, in fact, another flight at 9:45 ,⁸ in Glasgow at 10:50. I've just checked, and I can still book you on it.

The problem is, if there's a⁹,¹⁰ be late for the meeting.

What do you think?

Regards

Judith

Ms. ThuVan.Bui

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2. Read these dialogues about people arranging to meet. Fill in the gaps using the expressions from the box below.

1. Would it be possible to meet?	6. I look forward to meeting you
2. Do you want to meet up?	7. I'm sorry, I can't make it then.
3. When would be convenient?	8. Are you doing anything this weekend?
4. What time would suit you?	9. Would Tuesday be possible?
5. How about Sunday lunchtime at the King's head?	10. How about Saturday afternoon?

1. Lise and Frank are studying at a language school. They are in the same group.

F: Hello Lise. How are you?

L: Fine thanks, Frank.

F:?1

L: Not much.

F:?2

L: That would be nice.

F:?3

L:?4

F:?5

L: That would be fine.

F: See you on Sunday, then

Ms. ThuVan.Bui

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2. Steven is Purchasing Manager for an Italian electronics company. David is a salesman who wants an appointment with Mr Steven. He doesn't know him.

D: Mr Steven, this is David. I sent you a brochure last week.

S: Yes Mr David, I remember.

D: I'm in Italy next week.?1

S: Possibly, I'm very busy.

D:?2

S: I'm afraid I'm busy on Tuesday.

D: Well.?3

S: I'm free on Thursday afternoon.

D: That's fine.?4

S: 5.15.

D: So that's 5.15 on Thursday.?5

S: Until then. Good bye.

D: Good bye Mr David.

