

Name .....Class 6/2

## Activity 5.1 Purpose

**Exercise A:** What is the purpose of each sentences below?

Write the answers in the Thai language.

1. Please note that the meeting will be held on Friday 20 at 2 pm in the presentation room.

.....

2. I'd like to remind you that you have not sent me the agenda for tomorrow's meeting.

.....

3. Please find the attached agenda for tomorrow's meeting.

.....

4. You are invited to Mr. John's farewell party hosted by the human resources department.

.....

5. I was wondering if you would like to attend this seminar.

.....

**Exercise B: Fill in the blanks with the given words to complete the sentences.**

1. Please ..... the delay in my reply.
2. Would it be ..... for me to attend this training program?
3. I ..... to inform you that your membership card expired in December 2013.
4. I'm ..... that I didn't make it to the meeting because I had a clash in my schedule.
5. I 'd like to ..... you that the press conference will be rescheduled for January 31.

regret

forgive

thank

sorry

Inform

possible