

An email to confirm an appointment

Task 1

Put the words in the correct groups.

Emerald Towers Thursday Astana offices Arina Marat, HR Assistant
Sofia Aronov, HR Manager reception on the 26th floor 3 p.m.

Where (places)	Where (places)	Where (places)

Task 2

Write words to complete the email.

From: jane.claret@example.com

To: arina.marat@regal50.com

Subject: Re: Your appointment on 14 March

(1) Ms Marat,

(2) you for your email confirming my (3)

with Mrs Aronov. I'm (4) to check if I should bring any ID with me on Thursday 14 March.

I look (5) to meeting you soon.

Best (6),

Jane Claret