SCHEDULING MEETINGS

Read the emails. Place them in the correct order.

A ___

Hi David,

Thanks for your message.

I usually meet clients on Tuesdays and on Wednesday 27 March I have a management meeting all afternoon. How about Thursday 28 March at 11.00 a.m.? We can meet for an hour.

Best regards,

Susan

B ___

Hi Susan,

Sorry, I work at home on Thursday mornings. Is Thursday afternoon at 1.00 p.m. OK? Shall we meet in your office?

Best regards,

David

C 1

Hi Susan,

I hope you are well.

As you know, we need to have a new project planning meeting by Friday 29 March. I'm available all day on Tuesday or Wednesday. Are you available on those days?

Best regards,

David

D ___

Hi Susan,

Perfect. See you at 2.00 p.m. on Thursday, in your office.

Best regards,

David

E ___

Hi David,

I have a planning meeting at 1.00 p.m. How about Thursday afternoon at 2.00 p.m.? We can meet in my office.

Best regards,

Susan

1	2	3	4	5
Hi Susan, I hope you are well. As you know, we need to have a new project planning meeting by Friday 29 March. I'm available all day on Tuesday or Wednesday. Are you available on those days? Best regards, David				

LIVEWORKSHEETS