

Activity 4: Use the phrases below to complete the two emails.

good for me

Is 12:30 OK

send me an email

What about

I look forward to

to confirm

writing to arrange

Dear Sandra

Just _____¹ a meeting to discuss the presentation.

_____² Friday? We could meet for lunch at the Trattoria
Rialto on Breite Strasse. _____³?

Pls _____⁴ this afternoon to confirm.

Regards

Vanessa

From: Sandra <sandra.schuetz@web1.at> To: Vanessa <v.peters@tedelex.at>

Subject: re: Meeting to discuss presentation

Dear Vanessa

I'd like _____⁵ our meeting on Friday.

12:30 is _____⁶. I'll bring the presentation info with me.

_____⁷ seeing you on Friday.

Sandra

BTW – rgds to Jim!

 **LIVEWORKSHEETS**