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