

Reading 2A

Read the emails and put them in the correct order.

A Hi Melissa,

I'm really sorry but I need to cancel our meeting tomorrow. **We're having** an emergency team meeting.

Are you working from home today? Can I call you after you talk to the client?

Best,

Sarah

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B Hi Melissa,

Here's a copy of the presentation slides for the clients **we're meeting** next week. Please find them attached.

Can we arrange a meeting before the presentation? I'd like to discuss the key points.

I'm not working in the office tomorrow so can we meet on Thursday? After lunch?

Thanks,

Sarah

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C Hi Sarah,

Thanks for the presentation slides. They are very good. **I'm talking** to the client tomorrow morning so it's fine to meet on Thursday afternoon. I'll see you then.

_____,
Melissa

1

2

3

Three informal ways to end an email are:

Best regards,

Thanks,

Best,

We use them in the same way.

B Complete email c with the phrase from the box you prefer.

3 Read the emails in the correct order. Answer the questions with *Sarah*, *Melissa* or *both*.

Who ...

- 1 prepared the presentation slides? Sarah
- 2 asks for a meeting?
- 3 likes the presentation slides?
- 4 asks to change the meeting?
- 5 has a problem in their team?
- 6 doesn't always work in the office?

4A Choose the correct words.



Project meeting

Tim Moralis

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Hi Kiesha,

As you know, we ¹'re starting / 's starting a new project next month. I'd like to talk about the team roles with you. Can we arrange a meeting to discuss this?

I ²'re not working / 'm not working in the office tomorrow but I'm free on Wednesday.

³Is you working / Are you working in the office on Wednesday? Can we meet in the morning?

At 9 a.m.?

Best regards,

Tim