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

1

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

2

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

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. [3]*Is you working / Are you working* in the office on Wednesday? Can we meet in the morning? At 9 a.m.?

Best regards,

Tim

LIVEWORKSHEETS