





## 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

**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

**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 <sup>1</sup>*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 <sup>2</sup>*'re not working* / *'m not working* in the office tomorrow but I'm free on Wednesday.

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

At 9 a.m.?

Best regards,

Tim