

LEAP INTO ENGLISH

ENGLISH 4 BUSINESS

Use these phrases to rewrite the emails.

good for me • I look forward to • Is 12.30 OK • send me an email • to confirm • what about • writing to arrange

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

Subject: Meeting to discuss presentation

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!