



ENG215

UNIT 2

PART A



Read the following email and match the parts with the headings 1-8

The screenshot shows an email window with the following content:

From: carla.sanchez@ccs.com
To: tania.murray@ccs.com
Subject: Meeting with Alcatan

Dear Tania

I hope you're well and that you had a good holiday.

As you know, we've had problems with poor quality materials from Alcatan recently.

I'm arranging a meeting with the Alcatan representative to discuss this, and I'd like him to hear your views as Production Manager. Could you give me your availability for next week? We probably need half a day for this.

Can you let me know by tomorrow?

Thanks
Carla
Senior Buyer
Central Catering Supplies
Direct tel: 0136 889 402

Labels a-h are placed to the left of the email content, with lines pointing to the corresponding parts:

- a: Subject line
- b: Greeting
- c: Opening comment
- d: Main point
- e: Introduction to subject
- f: 'Signature'
- g: Signing off
- h: Concluding sentence

- Headings:
- 1 Concluding sentence
 - 2 Signing off
 - 3 Subject line
 - 4 Main point
 - 5 Introduction to subject
 - 6 'Signature'
 - 7 Greeting
 - 8 Opening comment

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