

Unit 9: Functional Language – Organising Information

Emails – Organising information

1 Complete the letter with the words in the box.

questions further hesitate Madam after sincerely inform

Dear Sir / ¹ _____,

I am writing to ² _____ you of where we are in the process of selling your house.

³ _____ to our conversation, I confirm that the contract for the sale of your house has been sent to the buyers. We expect the signed contract to be returned by the end of the week.

⁴ _____ that, you will need to vacate the property and hand over the keys by Saturday 28th. Please do not ⁵ _____ to contact me if you have any

⁶ _____ regarding the sale.

Yours ⁷ _____,

Daniel Marston

2 Amalia is writing to her manager, Eleni, to ask questions about a conference. Put the paragraphs in the correct order.

To: Eleni Papageorgiou

From: Amalia Esposito

Subject: Digital Marketing conference

Hi Eleni,

1 ____ (A) Next, are we going by train or are we car-sharing, please?

2 ____ (B) First of all, could you let me know how many of my colleagues
are going to the conference?

3 ____ (C) I hope everything goes well, and that there will be information
that we can apply to our own operation.

4 ____ (D) Sorry to bother you, but I have a few questions about the
upcoming conference on Digital Marketing.

5 ____ (E) Finally, can you tell me which workshops you would like me to
prioritise, as there are several scheduled for the same time.

Best wishes,
Amalia