

UNIT 2 ➤ Business sectors

Lesson 2.5 Writing: Emails – Action points

Functional language

A  Ext 2.01 Listen to a management meeting between Genna (Human Resources), Aiko (Purchasing), Filipo (Production), Sam (Customer Services) and Nikolay (General Manager). Complete the action point email.



At the meeting today, we discussed the ¹ _____ we had last week and what we are going to do about them. Here is a summary of the key action points which resulted from the meeting.

Action	By whom	Deadline
look for ² _____ suppliers	Aiko	next ³ _____
⁴ _____ for new staff	Genna	this week
have ⁵ _____ ready for interview	Genna	next ⁶ _____
tell ⁷ _____ what new equipment we need	⁸ _____	by tomorrow
write a report on customer complaints and recommend ⁹ _____	Sam	Thursday ¹⁰ _____