

FORMALIDAD

Ejercicio 1: Identificación de Tono

1. *Hi Susan, I hope you had a great weekend! I just wanted to follow up on the report we talked about. Let me know when you have time to discuss it.*
 - Tono:
2. *Dear Mr. Johnson, I am writing to remind you of the upcoming deadline for the financial report. Kindly submit it by Friday.*
 - Tono:
 - Justificación:
3. *John, I need the marketing plan today. Please send it to me by 2 PM.*
 - Tono: Urgente

Ejercicio 2: Identificación de Formalidad

1. *Dear Ms. Brown, I am writing to inquire about the possibility of rescheduling our meeting for next week. Please let me know if you are available.*
 - Formalidad:
2. *Hey Alex, can you send me the slides from the meeting? Thanks!*
 - Formalidad:
3. *Hi Sarah, I hope this email finds you well. Could you let me know if we are still on for tomorrow's meeting? Looking forward to it.*
 - Formalidad:

Ejercicio 3: Comparación de Tono y Formalidad

1. *Dear Mr. Anderson, I am writing to request an update on the status of the project. Please provide the necessary information at your earliest convenience.*
 - Tono:
 - Formalidad:
2. *Hi Tom, I hope you're doing well. Just wanted to check if there's any update on the project. Could you let me know when you get a chance?*
 - Tono:
 - Formalidad:

3. Tom, I need the project update by the end of the day. Send it as soon as possible.

- Tono:
- Formalidad:

Ejercicio 4: Ajuste de Tono y Formalidad

1. Situación 1: Enviar un correo a tu jefe pidiendo una reunión urgente para discutir un problema del proyecto.

- Correo:

Dear Mr. Parker,

I hope this email finds you well. I would like to request an urgent meeting to discuss an issue with the current project. Could you please let me know your availability today or tomorrow?

Thank you for your attention.

Kind regards,

[Tu nombre]

- Tono:
- Formalidad:

2. Situación 2: Enviar un correo a un colega cercano para pedirle que te envíe unos documentos importantes.

- Correo:

Hi Maria,

Could you send me the documents we talked about in yesterday's meeting? I need them by the end of the day if possible.

Thanks a lot!

[Tu nombre]

- Tono:
- Formalidad:

3. Situación 3: Enviar un correo a un cliente nuevo para agradecerle su tiempo después de una reunión.

- Correo:

Dear Mr. Thompson,

Thank you for taking the time to meet with me today. I appreciate the opportunity to discuss our collaboration, and I look forward to working with you in the future.

If you have any further questions, please do not hesitate to contact me.

Best regards,

[Tu nombre]

- Tono:
- Formalidad:

Ejercicio 5: Identificación de Errores

1. Hi Mr. Green, I need the sales report by tomorrow. Please send it ASAP.

- Errores:

2. Hey Mike, I am writing to formally request a meeting to discuss the project details. Please let me know your availability.

- Errores: