

English for Emails

Unit 5: Making arrangements

Task 1

Put the phrases in the right group.

next week / when you are free / after work /
next time you come / at the weekend / on
Monday / yesterday / three days ago /
tomorrow / in 2009 / last month / in October

In the past

In the future

In the past or future

Task 2

Complete the sentences.

get / Monday / I'm coming / the evening / at /
week

Dear Nadia,

_____ to the 'Teaching for Change'
conference next _____. I'm glad
you are going, too. I'm arriving on _____
afternoon. I'll text you when I _____ to

the hotel. Perhaps we can
meet in _____. Are you free to go out
for a meal _____ about 7:30?
Hope to see you soon.
Lisa

Task 3

Match the endings of the sentences to the
beginnings.

next Saturday. / convenient for you? / to
seeing you tomorrow. / to meet? / free next
Tuesday afternoon?

1. What time would you like

2. I look forward

3. I'm coming to London

4. When would be

5. Are you

Task 4

Put the email in the right order.

- A. I can call you then if it is convenient.
- B. Nguyen Minh Chau
- C. Are you free to talk about it on the
phone tomorrow at about 3.30?
- D. Head Teacher – Vietnam
International School
- E. Could you please let me know?
- F. Dear Mr Chan,
- G. I look forward to hearing from you
soon.
- H. With best wishes,
- I. Thank you for your last email.

Task 5

Choose the correctly punctuated email.

1. dear mr chan

thank you for your last email are you
free to talk about it on the phone
tomorrow at about 3.30 I can call you
then if it is convenient could you
please let me know
I look forward to hearing from you
soon
with best wishes
Nguyen Minh Chau
Head Teacher – Vietnam
International School

2. Dear Mr Chan

Thank you for your last email Are you
free to talk about it on the phone
tomorrow at about 3.30 I can call you
then if it is convenient Could you
please let me know
I look forward to hearing from you
soon
With best wishes
Nguyen Minh Chau
Head Teacher – Vietnam
International School

3. Dear Mr Chan,

Thank you for your last email. Are you
free to talk about it on the phone
tomorrow at about 3.30? I can call
you then if it is convenient. Could you
please let me know?
I look forward to hearing from you
soon.
With best wishes,
Nguyen Minh Chau
Head Teacher – Vietnam
International School

Task 6

Choose the correctly spelt words. In each question, only one is correct.

1.

- a) Tuesday
- b) Tusday
- c) Tuseday

2.

- a) forwad
- b) forward
- c) forword

3.

- a) tommorrow
- b) tomorrow
- c) tomowrrrow

4.

- a) evening
- b) evning
- c) evining

5.

- a) meting
- b) meating
- c) meeting

6.

- a) convennient
- b) conveniant
- c) convenient