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.

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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) tomowrrow

4.
a) evening
b) evning
c) evining

5.
a) meting
b) meating
c) meeting

6.
a) convennient
b) conveniant
c) convenient

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