

## Work skills Emails 1: Parts of an email

1 Read the email and find the following.

- 1 subject
- 2 salutation
- 3 reference to previous contact
- 4 the reason you are writing
- 5 action point(s)
- 6 reference to attachment(s)
- 7 closing
- 8 sender's name and signature

From: Paul Lee  
To: Kay Saunders  
Subject: Meeting to discuss Brazil strategy  
Sent: 23.04.2013

Dear Kay,

It was very good to meet you last week. Thank you very much for explaining the situation in the Brazil market. It seems that there is a lot of potential for our designs in the sportswear sector.

Would it be possible to have another meeting to discuss the next stage? I think it would be good to also get the Sales team on board and get some input from them.

Could you let me know which dates are good for you next week? I'm free on Wednesday morning and all day Thursday.

I've attached a copy of our latest catalogue to give you a better idea of the range of sports clothes that we produce. Please let me know if you have any questions.

I look forward to hearing from you.

With best regards,

Paul Lee  
Marketing Manager  
Unisports  
Hong Kong

**2 Put the following into the correct groups in 1.**

- a Thanks for calling yesterday.
- b I'm writing about ...
- c Please find attached ...
- d Great to see you yesterday.
- e Hi Gina,
- f Many thanks for your offer of help.
- g Could you give me some information about ...?
- h Paul Rhodes  
Area Sales Manager  
Chile
- i Very best
- j Delivery problems
- k Best regards
- l I look forward to ...