

ROUTINE MESSAGES – KEY VOCABULARY

BEAdmin II/BE6

Let me know if
I would like to
At your request
Please find attached
Please note that
Could you please
Additionally
regarding
the following
currently
in charge of
so that
make sure / be sure

Read the routine messages below. Use the words and phrases to fill in the blanks.

Hi Estefanie,

_____ the sales report for the week of February 12. It includes all customers and product types.

_____, we acquired a new customer just yesterday: Mastco Construction. _____ schedule lunch with Alan Reed, who is _____ purchasing at Mastco, _____ I can introduce you two. I was thinking tomorrow at noon. Are you available then?

Regards,

Carlos

Dear sales team,

_____ the quality department has officially approved
_____ product specs on steel rods:

- ☒ 3 x 5 x 95 cm galvanized
- ☒ 3 x 5 x 100 cm galvanized
- ☒ 4 x 5 x 95 cold rolled

Please inform your customers that these new specs are available for order immediately. _____ any issues arise.

Regards,

Andrea

Hi Clara,

_____ confirm the number of attendees that will be at the holiday party? According to my list, we _____ have 35 coming, but I heard that a few people are bringing family members, so I just want to
_____.

Also, _____ the food, I checked and they said there is a vegetarian option. Michael will be glad!

If you need anything else, just give me a call. I'll be in and out of the office this afternoon.

Best,

Tony