



Writing practice: Pre-writing activities

1. Complete the email with the words in the box.

can meet – can't do – free on – I'd like to – I'm visiting – we meet

New message

To: chrishopkins@apm.co.uk
Subject: Project meeting

Hi Chris,

Can (1) _____ on Monday? (2) _____ talk about the new project. I (3) _____ in the morning, but (4) _____ clients in the afternoon. I'm (5) _____ Thursday morning if you (6) _____ Monday.

Thanks,

Steve

Send A

2. Match 1-6 to a-f.

1- Can we meet on	a. past ten?
2- I'm sorry, I'm busy on	b. for Thursday?
3- I'm not working	c. Thursday?
4- Can you do half	d. in the office on Monday.
5- Can we arrange a meeting	e. twelve o'clock.
6- We need to finish the meeting by	f. Monday.