



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 [pencil icon] [smiley face icon] [link icon] [image icon] [trash icon] [menu icon]

2. Match 1-6 to a-f.

1- Can we meet on

2- I'm sorry, I'm busy on

3- I'm not working

4- Can you do half

5- Can we arrange a meeting

6- We need to finish the meeting by

a. past ten?

b. for Thursday?

c. Thursday?

d. in the office on Monday.

e. twelve o'clock.

f. Monday.