

ACTIVITY 1:

Choose the best starter and closing for each email.

1) Email 1 – To a client

____ [starter]

I'm sending the updated contract.

____ [closing]

Daniel

2) Email 2 – To a colleague

____ [starter]

Great job on the presentation!

____ [closing]

Luciaen – Kind regards

3) Email 3 – To your manager

____ [starter]

I'd like to schedule a short meeting.

____ [closing]

Paolo



ACTIVITY 2:

Fill in the missing starter or closing using the words below:

Dear – Hi – Hello – Best regards – Kind regards –
Sincerely

1)  Email 1:

_____ Ms. Jones,
I'm writing to ask about the schedule.

_____,
Carlos

2)  Email 2:

Hi Leo,
Thanks for the report.

_____,
Paula

3)  Email 3:

_____ Mr. Ahmed,
Please find the invoice attached.

_____,
Sincerely,
Maya

