

ACTIVITY 1:

Choose the best opening for each email situation.

- 1) Email to a new client.
- 2) Email to your manager about a meeting.
- 3) Email to a close colleague about lunch plans.
- 4) Email to a supplier you've never met.
- 5) Email to your project team.

ACTIVITY 2:

Read the situation. Write a suitable greeting.

- 1) Situation 1: Email to a new supplier.

- 2) Situation 2: Email to your teammate Tom.

- 3) Situation 3: Email to your department team.

- 4) Situation 4: Email to Ms. Lopez (client).

