

ACTIVITY 1:

Choose the best closing for each email situation.

- 1) Email to a new client.
- 2) Email to your manager about next week's meeting.
- 3) Email to a close colleague about lunch plans.
- 4) Email to a supplier you don't know well.
- 5) Email to your project team about a Friday get-together.

ACTIVITY 2:

Read the situation. Write a suitable closing phrase.

- 1) Situation 1: Email to Ms. White (client).

- 2) Situation 2: Email to your friend at work, Sam.

- 3) Situation 3: Email to your team about the project plan.

- 4) Situation 4: Email to Mr. Ahmed (supplier you haven't met).

