Intermediate Business Reading

Short Texts: Emails 2

Read the short texts and choose the best answer for each question.

1.

Follow-up Email to a Client

Dear Client, I'm writing to follow up on the email I sent last week regarding the updated contract terms. I wanted to check if you've had a chance to review the changes and whether you have any feedback. Please let me know if you'd like to discuss anything further before we finalise the agreement. We're aiming to complete everything by the end of this month.

What is the underlying purpose of sending this follow-up email?

a. ○ To pressure the client into making an immediate decision.
b. ○ To maintain project momentum and ensure timely completion of the agreement.
c. ○ To extend the deadline for contract completion.

2.

Team Meeting Confirmation

Hi Team, Just a quick reminder that our weekly team meeting is scheduled for Thursday at 11 a.m. in Conference Room 3. The main topic will be the upcoming product launch, so please bring any updates or materials that you'd like to share with the group. Let me know if you're unable to attend.

What does this email suggest about the meeting's significance?

a. ○ Attendance is optional due to its routine nature.
b. ○ The meeting is purely for information sharing with no input needed.
c. ○ It requires active participation and preparation from team members.

3.

Email to Event Coordinator

Hi, I'm writing to confirm the details for next week's training session. Could you please confirm the number of attendees and whether all materials have been prepared? We want to ensure that everything is set up in advance, as the session will begin at 9 a.m. sharp. If there's anything else we need to prepare, please let me know as soon as possible.

What does this email reveal about the sender's priorities?

a. ○ To ensure smooth organisation and timely delivery of the training.
b. ○ To assess whether the training should be rescheduled.

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c. ○ To evaluate the coordinator's performance.

4.

Project Update Request

Hi Paul, Could you please send me an update on the project you've been working on? We need to know if there have been any delays or issues that might affect the overall timeline. If possible, I'd like to have the update by the end of the day, so we can include it in tomorrow's meeting with the client.

What is the potential impact of a delayed response from Paul?

a. ○ The entire project will need to be rescheduled.
b. ○ The client meeting will be cancelled.
c. ○ The team may be unprepared to address client concerns effectively.

5.

Holiday Request Approval

Hi Manager, I'd like to formally request two days off at the end of next month, on the 28th and 29th. I've checked with my team, and everything will be covered during my absence. Please let me know if this request can be approved, or if you need further information. Thanks in advance!

What approach has the sender taken in making this request?

a. ○ They have made a last-minute request hoping for quick approval.
b. ○ They have shown professional consideration by planning ahead and ensuring work continuity.
c. ○ They have requested time off without considering work implications.

6.

Email to Logistics Department

Hi Logistics Team, I wanted to check the status of the shipments we're expecting for this week. Could you provide me with an updated delivery schedule? We need to know if there are any delays, as we're currently planning our next production run based on these deliveries. Thanks for your assistance.

What business impact is the sender trying to manage?

a. ○ The coordination of production schedules with incoming materials.
b. ○ The reduction of storage costs for incoming shipments.
c. ○ The management of overtime for logistics staff.

7.

Email to Sales Team

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Hi Sales Team, As we approach the end of the quarter, I wanted to remind you that all sales data for this period must be submitted by the 25th. Please ensure that all figures are up to date and double-check any discrepancies before submitting the final report. If there are any issues, please let me know immediately so we can resolve them in time.

What is the sender's primary concern in this communication?

a. ○ Individual sales performance evaluations.
b. ○ The distribution of new sales territories.
c. ○ The accuracy and timeliness of quarterly reporting.

8.

Email to HR

Dear HR, I'd like to request some information about the company's health insurance plan. I've recently joined and haven't had the chance to review all the details. Could you please send me a summary of what's included in the plan and the steps to enroll? I would appreciate it if you could get back to me by the end of the week.

What is the main purpose of this enquiry?

a. ○ To gather essential information for making an informed decision about benefits.
b. ○ To compare the company's plan with other insurance options.
c. ○ To request immediate medical coverage.

Check Answers

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