



Grammar practice

Read the following email and fill the gaps with either prepositions or conjunctions from the boxes on the left. Be careful – there are two extra words in each box. Compare your choices with a partner in the next lesson.

on	in
for	at
to	by
as	

at	about
outside	around
before	through

so	next to
or	around
because	before

From: Paul McCawley
To: Hernando Gonzales
Re: Your trip to Dallas
Sent: Monday, February 11

Dear Mr. Gonzales,

We are very much looking forward to meeting you next week. We are all excited to hear about your proposals (1) the solar electric generator at the developers' conference (2) the 25th. (3) I believe this is your first trip (4) Dallas, I will be sending my assistant, Colin, to meet you (5) the airport.

I understand your flight is due to arrive (6) around 4:30 P.M. It should take (7) 30 minutes to get (8) customs and immigration, so I have asked Colin to meet you (9) the arrivals gate by 5:00.

We have arranged your hotel and evening meal, (10) you can relax when you arrive. Don't feel that you need to bring a tuxedo (11) other formal wear. We'll take you to a restaurant (12) the corner from the office, where you can get a taste of the real Dallas.

If you have any questions (13) you leave, please do not hesitate to contact me.

Paul McCawley

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