Task 1

Hairuddin Omar, a maths teacher, has written four emails this morning. Read the descriptions of the emails and then match them to the opening lines of the emails.

A. Hairuddin emailed a man called Norozan Bakar, the father of a pupil at the school. He wanted to know why Mr Bakar's son was absent from school.	1. Morning everyone, Just thought you might be interested to know that…
B. Hairuddin emailed all the maths teachers at his school about some training.	2. Hi there Rahim, Hope you're well. Might be a bit late on Saturday…
C. Hairuddin wrote to his friend about their plans to play football at the weekend.	3. Dear Sir or Madam, Could you please send me…
D. Hairuddin sent an email asking for more information about a conference. He did not know the name of the person who will read his email.	4. Dear Mr Bakar, I am writing to you because I am worried that…

Task 2

Indicate which endings are appropriate or not:

1. Which phrases are an appropriate way to end a formal email?

LIVEWORKSHEETS

a) Yours truly,

b) With best regards,

c) For your information,

d) Yours sincerely,

e) For Attention Of:

f) Best wishes,

g) To Whom It May Concern:

h) Yours faithfully,

i) With many thanks and best wishes,

2. Which phrases are an appropriate way to end an informal email?

a) Regards,

b) Cheers,

c) Hi again,

d) Rgds,

e) Bye for now,

f) CC

g) With best wishes,

h) See you soon,

i) How are you?

Task 3

Complete the emails with the missed sentences.

1. Dear Mr Cruz,

   Please find enclosed an application form for the post of Teacher of History. _____ for this job. The deadline is March 24.

LIVEWORKSHEETS

Yours sincerely,

J Ko, School Administrator

2. Hello Hiroshi,

I can phone you on Thursday at 10:30 am. Can you let me know if that is convenient, please? _____.

Regards, Jack

3. Dear Mrs Kapusta,

I am writing to confirm our appointment in my office on Tuesday January 28. Please report to Reception when you arrive, and they will direct you to my office. I hope you have a safe journey here, and _____ on Tuesday.

With best wishes,

Tony Donizetti

4. Dear Jackie,

Congratulations on getting the job. My team in the International Office and I would like to welcome you to Bakewell University. I am sure you will enjoy your new role. _____.

Best wishes,

Ewa

Ewa Jones – Director, International

Office – Bakewell University

Task 4

Put the phrases in the right order to make sentences.

1. I / forward / meeting / you. / to / look

_____

LIVEWORKSHEETS

2. hearing / to / forward / look / you. / from / We

_____

3. to / speaking to / soon. / forward / you / I / look

_____

4. on / forward / to / seeing / We / look / Saturday. / you

_____

5. look / possible. / your / to / receiving / as soon as / reply / forward / I

_____

LIVEWORKSHEETS