

## Business English Advanced MODULE II 2.1 Email organising

Read the email about Open day. Drag and drop the phrases into the right part of the email.

Feel free to call me if you have any questions

Just a quick email to  
let you know

Davon

Then

After

All the best

Dear Dan

Firstly

..... that we are organising an Open day for you on Thursday or Friday next week.

....., Eva Michaelson, the Production Supervisor, plans to show you around the company at 9 a.m. ...., at 11 a.m. Hana Engrave, who is responsible for Marketing, would like to introduce you to her team and explain the new products they are working on right now. .... that you'll have brunch with the procurement team in the nearest restaurant. In the afternoon Gina Davis, who deals with the Sales department, feels that it's a good idea for you to accompany her on a visit to some of our most important clients.

Our cooperation will be mutually profitable based on our previous experience.

Let me know which day is best for you and ..... or need any help.

.....  
Greg .....