

Practice: Abbreviations

Make the message more informal by using abbreviations for the underlined words or by using the techniques from Exercise 2C to shorten the text.

How are you today? ¹For your information, we've got ²an appointment with Mr Jones tomorrow. Time ³to be confirmed later. ⁴We are going to visit him in the factory. Please ⁵email me the plans ⁶as soon as possible because ⁷I'm working from home today. ⁸By the way, can you call the suppliers before ⁹close of business today and ¹⁰check the order is going to arrive tomorrow morning? ¹¹I have a video meeting ¹²in 10 minutes so I am going to finish my report after that.

How are you today? 1 _____, we've got 2 _____ with Mr Jones tomorrow. Time 3 _____ later. 4 _____ him in the factory. Please 5 _____ 6 _____ because 7 _____. 8 _____, can you call the suppliers before 9 _____ today and 10 _____ is going to arrive tomorrow morning? 11 _____ a video meeting 12 _____ so I am going to finish my report after that.