



4 Writing

- a Read Tania's reply to Carla's email in 2 Reading. In pairs, discuss what is wrong with it.

ENG215

UNIT 2

PART A

From: tania.murray@ccs.com  
To: carla.sanchez@ccs.com  
Subject: Re: Meeting with Alcatan

Dear Carla  
Thanks for the email, lovely to hear from you! I had a great holiday, thanks. It was really hot every day, and it was so nice to lie on the beach and completely forget about work. We made some good friends there, too. We'd like to go again next year, but the flights were quite expensive.

ALCATAN ARE TERRIBLE. I HAD TO SEND BACK A WHOLE CONTAINER BECAUSE THE PLASTIC WASN'T STRONG ENOUGH.

I'm really busy but I can probably find half a day next week. What day is the meeting?

All the best  
Tania

Production Manager  
Central Catering Supplies  
Direct tel: 0136 889 489

- b Rewrite Tania's email to make it a better reply.

From: tania.murray@ccs.com  
To: carla.sanchez@ccs.com  
Subject: Re: Meeting with Alcatan

Dear [ ]  
Thanks for your [ ]. I had a very good [ ],  
thanks. I hope you are [ ]  
I'd be happy to attend the [ ].  
I'm away Monday and Tuesday next [ ] but I can  
[ ] Wednesday morning or any time Thursday and  
Friday. Let me [ ] when you've finalized [ ].  
All the [ ]  
Tania

Production Manager  
Central Catering Supplies  
Direct tel: 0136 889 498



Mr. Sameer Abdul-Hameed