KINGDOM OF BAHRAIN
Ministry of Education
AL.Hidaya AL.Khalifia Secondary Boys School
Department of English

مملكة البحرين
وزارة التربية والتعليم
مدرسة الهداية الخليفية الثانوية للبنين
قسم اللغة الإنجليزية

ENG215 UNIT 2 PART A

Read the following email and match the parts with the headings 1-8

CC BY NC SA

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

b — Dear Tania

c — I hope you're well and that you had a good holiday.

d — As you know, we've had problems with poor quality materials from Alcatan recently.

e — I'm arranging a meeting with the Alcatan representative to discuss this, and I'd like him to hear your views as Production Manager. Could you give me your availability for next week? We probably need half a day for this.

f — Can you let me know by tomorrow?

g — Thanks
Carla

h — Senior Buyer
Central Catering Supplies
Direct tel: 0136 889 402

Headings:

1 Concluding sentence
2 Signing off
3 Subject line
4 Main point
5 Introduction to subject
6 'Signature'
7 Greeting
8 Opening comment

Mr. Sameer Abdul-Hameed
mr_abuzeyad@yahoo.com

LIVEWORKSHEETS