

EMAIL WRITING PRACTICE



Place the following sentences in the corresponding boxes:

- If I can be of any further assistance, please do contact me again.
- I hope this email finds you well.
- I am available on [day], if that's convenient for you.
- I look forward to hearing from you soon.
- It was a pleasure to meet you yesterday.
- Please see the information below for more details about...
- Just a quick/friendly reminder that...
- Any feedback you can give me on this would be greatly/highly/much appreciated.
- I'm afraid I can't make it on [day]. How about...?
- Hope you had a nice break.
- If I understood you correctly, you would like me to...
- I am available on [day], if that's convenient for you.
- ... please feel free to contact me/to get in touch.
- If you could have it ready by tomorrow/the end of next week, I would really appreciate it.
- Thanks for keeping me in the loop.
- I'm afraid it will not be possible to...

An email starting line will help you sound more friendly

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Scheduling

Sharing information

Giving bad news

Attachments and information

Closing lines: When something is expected

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Closing lines: Offering help or information

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