WRITING ACTIVITY

Zoom in, read the following email exchange and fill in the blanks with the correct vocabulary words from the box below. Each word is used only once.

Chase up people	Framework	Reminder	Deadline
Workload	Insistent	Invoice	

Subject: Urgent - Project Alpha Update
From: John Smith
To: Sarah Jones
Hi Sarah,
I'm writing to you today regarding the upcoming (1) _____ for Project Alpha. As you know, it's scheduled for next Friday, and I'm concerned that we might not be on track to meet it. I know your (2) _____ has been heavy lately, but we really need to finalize this.
I've attached the latest (3) _____ for your records. Could you please review it and let me know if you have any questions?
I also need to (4) _____ on the marketing team for their contributions. They haven't sent over their final drafts yet, and I need those to complete the project.
I understand that things can get hectic, but it's crucial that we stick to the agreed-upon (5) _____ for this project. Our clients are quite (6) _____ that we deliver on time, as any delays will impact their launch schedule.
Could you please send me a quick update on your progress and confirm that you can meet the deadline? A gentle (7) _____ is sometimes all it takes to keep things moving.
Thanks,
John

SEP inglés
LIVEWORKSHEETS