

# ACTIVITY 1:

Choose the best opinion phrase to complete each sentence.

1) \_\_\_\_\_ we should contact the client today.

2) \_\_\_\_\_, this is the right strategy.

3) \_\_\_\_\_ we need a longer deadline.

4) \_\_\_\_\_ this is a clear and simple design.

5) \_\_\_\_\_ we should wait for the report.



# ACTIVITY 2:

Fill in the missing starter or closing using the words below:

Dear – Hi – Hello – Best regards – Kind regards –  
Sincerely

- 1) Your team wants to meet at 8:00 a.m., but you prefer 9:00.

- 2) You don't agree with the new design.

- 3) Your colleague suggests hiring someone new.

- 4) Your manager asks about the project plan. You think it is clear.

