

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.

