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| 1 | I look forward to meet you during next week's conference. |
| 2 | Actually, our marketing team is working on the campaign launch. |
| 3 | According with the latest KPI report, revenue has grown 15%. |
| 4 | Could you please explain me the procedure for expense reimbursement? |
| 5 | Please find attached herewith the contract which we had the opportunity to discuss in our previous encounter. |
| 6 | The company will attend the charity event by sending a donation. |
| 7 | In the other hand, we should delay the product launch until Q4. |
| 8 | Would you mind send me the updated forecast by EOD tomorrow? |
| 9 | Please be informed that, in order to facilitate a smooth transition, we shall be implementing the new process on the date previously mentioned. |
| 10 | I am agree with the COO's recommendation. |

LIVEWORKSHEETS