

Guided Practice Email

Using the phrase toolkit we mastered in Class 1, complete the blanks in these emails



To: davidyoung@rimosdm.com
From: astephens@mxsolutions.fr
Subject: Online digital management

_____ Young,

It _____ to meet you at the digital trade fair. _____ for your advice about online digital management systems. _____ send me some more details about your service and costs?

I _____ to hearing from you.

Kind _____,
Annie Stephens

Read Lamara Coppola's mail and complete it with these words.

I look

It was very good

Kind regards

Thank you for

Mr Jackson

Could you send me



To: David Jackson
From: Lamara Coppola
Subject: Training

Dear _____!

_____ ² to meet you at the BTech conference in Dubai last week. _____ ³ the information about training seminars. _____ ⁴ some more information about the IT seminars this month?

_____ ⁵ forward to hearing from you.

Lamara Coppola