Level A2 Beginner English Reading: Email to a Client

Dear Mr. Henderson,

Thank you for your interest in our services! We can definitely help you. Our company has painted many schools in the past, so we know this kind of job well. Before we start the job, I just need to ask you a few questions:

1. How many rooms need to be painted?
2. What is the average size of each room?
3. When would you like us to start? (We are available in two weeks.)
4. What is the deadline for this job?

To answer your question, yes, we can work on weekends, but only from 10 to 3. Don't worry about the hours. For this type of job, we usually use a bigger team, so we can still finish the work quickly.

I have attached two PDFs to this email. The first one has colour options for the job. Please let us know which one you would like. If you would prefer to discuss the choices in person, that's okay, too. I'm available to meet this week. The second PDF is our price list. This gives you a general idea of the cost, but for a more exact price, I need to know the average size of each room and the total number of rooms.

If you have any other questions or comments, just let me know. Thank you and talk to you soon!

Jeremy Middleton

Comprehension Questions

1. What kind of company is emailing Mr. Henderson?
a) A school. b) A painting company. c) A cleaning company.

2. Is the company familiar with this type of job?
a) Yes, they are. b) No, they aren't.

3. When can the company start working?
a) In two weeks. b) On the weekend. c) As soon as possible.

4. What is a deadline?
a) A date limit. b) A starting date. c) A middle date.

5. Why can the team finish this job at a good time?
a) They use a good team. b) They use a bigger team. c) They use a lot of paint.

6. When can Jeremy meet Mr. Henderson?
a) Next week. b) In two weeks. c) This week.

LIVEWORKSHEETS