IES PABLO PICASSO 1º GAD TERM 1 WRITING 1

NAME:

Write an e-mail to someone who is coming to your office for a meeting. Follow the instructions below.

- greet the person
- mention the meeting and who it is with
- give the address of the company and where to enter
- give detailed directions to the meeting room
- end with a friendly comment

From:
To:
Subject:
Dear…

LIVEWORKSHEETS