ENGLISH A2 · UNIT 11 · WRITING Name: _____ Date: _____

Writing: A reply to a work email

Focus: writing a work email: what you have and haven't done yet, asking for a file

Writing tip: a short, clear subject line · **Hi Tom,** · **Thanks for your email.**
Please find attached the file. · **Could you** ...? · **Let me know if** ... · **Best regards,** + name

1 Match the beginnings and the ends of the phrases.

1. Thanks for your
2. Please find attached
3. Could you
4. Let me know if

a. send me the sales report?
b. the time is OK for you.
c. email about the meeting.
d. the report for May.

2 Write a reply to Tom's email about the Friday meeting (60-80 words).

MODEL

Subject: Friday meeting. Hi Tom, thanks for your email. I've already booked the meeting room for Friday at eleven. I've just sent the invitations to the team, too. I haven't printed the contract yet, but I'll do it tomorrow. Could you send me the new price list? Please find attached the timetable for next week. Let me know if you need anything else. Best regards, Nina

- Subject line · Hi Tom, · Thanks for your email.
- What you've already done or just done: I've already ... / I've just ...
- What you haven't done yet and when you'll do it: I haven't ... yet. I'll ...
- Ask for a file (Could you ...?), attach something and end with Best regards,

Self-check: capital letters and full stops · subject + verb word order · this unit's grammar · this unit's words · the right length

ANSWER KEY

1 1 c, 2 d, 3 a, 4 b

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