

Emailing 1: Worksheet 1 - Reading Tasks

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Dear Mr Smith,

I would like to introduce myself. My name is Susan Saarland and I am the new South Western sales manager for Chou Cream English Schools. The previous sales manager for your area, Chris Jones, has been promoted to Head of Marketing and has asked me to pass his best wishes onto you.

I look forward to doing business with you and hope we get the chance to meet soon

Yours

Susan Saarland

✂-----

Dear Ms Saarland,

Thank you very much for your email of the 7th March. I am looking forward to working with you in the coming months and years and to seeing you soon.

Regards

Graham

✂-----

Dear Graham,

Thanks for your quick reply. If it is convenient with you, I will be able to meet with you very soon indeed as I am visiting one of your colleagues on Wednesday, 25th March. I am planning to finish the meeting at 12:30 p.m., and would be very glad to meet you any time after that.

Best wishes

Susan

✂-----

Dear Susan,

Thanks for making the time to meet up with me at such short notice, but I'm afraid I'm attending a conference abroad on that day. I'm flying back on the Sunday and will be available anytime from Monday afternoon of the following week.

Hope to see you soon.

Best regards

Graham

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Dear Graham,

Sorry meeting up is turning out to be so complicated. I guess we are both just so busy that everyone wants our time! I'm holding meetings with my new colleagues here almost every Monday and Friday for the foreseeable future, but I'm usually free midweek. Please find attached a copy of my schedule for the first two weeks of April. Please pick any slot you like and I'll do my very best to make it then.

Thanks for your patience.

All the best

Susan

✂-----

Re: Our first meeting

Hello again Susan'

Sorry for the delay in replying but I had to forward both our schedules to my boss to get his input. Anyway, I've attached a copy of your schedule with the best slots for me shaded in red. Any of these is fine, but I'd like to meet as soon as possible.

Cheers

Graham

✂-----

Hi Graham,

Great! Will see you at 10 am on the 2nd.

Cheers

Susan

✂-----

Susan,

OK. Great. See you then.

G

P.S. I know a great place for lunch if you have time after the meeting.

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Emailing 1: worksheet 1 - comprehension and language questions

1. Match each expression in the column 1 with one or two of similar meaning in columns 2 and 3.
2. What are the differences between the similar expressions?

Column 1	Column 2	Column 3
P.S.	Regarding	I am very grateful (for ...)
forward	Thank you	I would like to add (that ...)
attach	send on	With reference to
Cheers	Best wishes	All the best
Ms Saarland	I'm	Hello
Regards	Hi	Sue
Re:	by the way	enclose
I am	Susan	
Dear		

3. Write all the arrangements of Susan and Graham that you can work out from their emails in the diary pages below

Susan

		Wed 25th	Thurs 26th
Fri 27th	Sat 28th	Sun 29th	
Mon 30th Meeting with colleagues?	Tues 31st Free?	Wed 1st	Thurs 2nd
Fri 3rd	Sat 4th	Sun 5th	

Graham

		Wed 25th	Thurs 26th
Fri 27th	Sat 28th	Sun 29th	
Mon 30th pm - free	Tues 31st	Wed 1st	Thurs 2nd
Fri 3rd	Sat 4th	Sun 5th	

Emailing 1: Worksheet 1 - Answers

Email order: D, A, E, F, C, B, H, G

Question 1: P.S. - I would like to add- by the way,
I hope to see you soon - see you soon - CU,
forward - send on,
attach - enclose,
I am very grateful - thank you - cheers,
Ms Saarland – Susan - Sue,
regards - best wishes - all the best,
dear – hello - hi,
with reference to - regarding - re.,
I am - I'm

Question 3:

Susan

		Wed 25th Meeting Graham's colleague until 12:30	Thurs 26th
Fri 27th	Sat 28th	Sun 29th	
Mon 30th Meeting with colleagues?	Tues 31st Free?	Wed 1st Free?	Thurs 2nd Meeting with Graham at 10
Fri 3rd Meeting with colleagues?	Sat 4th	Sun 5th	

Graham

		Wed 25th Attending conference	Thurs 26th
Fri 27th	Sat 28th	Sun 29th Flying back	
Mon 30th pm - free	Tues 31st	Wed 1st	Thurs 2nd Meeting Susan 10 am. Lunch?

Fri 3 rd	Sat 4 th	Sun 5 th	
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Emailing 1: Worksheet 2 - grammar and writing tasks

Write your own (real) arrangements for the next seven days in the diary pages below.

Date: _____	Date: _____	Date: _____
Date: _____	Date: _____	Date: _____
Date: _____		

Tell the class about one or two things that you are doing. Follow your teacher's instructions and write emails to the other students in the class making new arrangements for the next week. Make sure you write all your new arrangements down in the diary page above. The winner of the game is the person with the most new arrangements when the teacher stops you writing.

Emailing 1: Worksheet 3 - Emailing and making arrangements common errors

Student A

In class or for homework, try to correct the typical errors of emailing and making arrangements below.

1. I have found the nice restaurant near here.
2. I'd love to meet you on Thursday night.
3. I'm looking forward to seeing you very soon
4. Would you like to go out for dinner on this Wednesday?
5. Dear Mr David
6. Tomorrow is fine- I'm free all day. See you then.
7. PPS I am meeting with an old classmate of yours on Friday
8. To Doctor Smith
9. Why don't we meet at London?
10. Thanks for the invitation, but I am flying abroad on that day
11. I am going out with my friends



Emailing 1: Worksheet 3 - Emailing and making arrangements common errors

Student B

In class or for homework, try to correct the typical errors of emailing and making arrangements below.

1. I have found a nice restaurant near here.
2. I love to meet you on Thursday night.
3. I'm looking forward to see you very soon.
4. Would you like to go out for dinner this Wednesday?
5. Dear David
6. Tomorrow is fine- I'm free all day. See you later, then.
7. PPS I am meeting with an old classmate of yours on friday
8. Dear Doctor Smith
9. Why don't we meet in London?
10. Thanks for inviting, but I am flying abroad on that day
11. I am going to play with my friends

Emailing 1: Worksheet 3- Emailing and making arrangements common errors

Key to Worksheet 3 Common mistakes

1. I have found **a** nice restaurant near here.
2. I **would** love to meet you on Thursday night.
3. I'm looking forward to **seeing** you very soon
4. Would you like to go out for dinner on -----Wednesday?
5. Dear Jones/ Dear David
6. Tomorrow is fine- I'm free all day. See you -----then.
(*'later' always means later today*)
7. PPS I am meeting with an old classmate of yours on **Friday**
8. **Dear** Doctor Smith
(*"to" is only used for cards, not letters or emails*)
9. Why don't we meet **in** London/ at Waterloo Station?
10. Thanks for inviting **me/ the invitation**, but I am flying abroad on that day
11. I am **going out** with my friends
(*playing is only for small children*)