

Handout 1 - Reading

Alexis is writing an e-mail to Barbara. Quickly read her e-mail and answer the questions.

1. What is the relationship between Alexis and Barbara?
2. Why is Alexis writing the e-mail?
3. Is this e-mail formal, semi-formal, or informal?
4. What three suggestions does Alexis make?
5. What sort of response does Barbara need to make?

Hi Barbara,

As you missed the last department meeting, I **A) write / am writing** to let you know about arrangements for next week's marketing meeting. It **B) starts / starting** at 10:00 on Tuesday. Donna Wells from head office **C) comes / is coming** to speak to us. I will meet her at the station at 9:00.

Just like last year, we **D) will / are going** to serve coffee and cakes from around 9:45. How about getting the cakes from that nice shop near the office? Let's make sure we show Donna what a friendly department we are. **E) Could / May** you help her get ready for her talk? **F) There are / There is** a big screen in the meeting room, so she just needs to bring her slides.

I am worried that Donna **G) might / can** get a bit **H) tiring / tired** in the afternoon, and she has a long trip back to head office, so why don't we try to finish early?

Please let me know if you are happy with these arrangements. I am really looking forward to Tuesday - I have heard great things about Donna, so I think it is **I) being / going** to be really **J) interesting / interested**.

Kind regards,

Alexis

Read the email again and choose the best option (A-J) to complete the phrases. Then match the options to the language points.

1. a description of what you can find in a place _____
2. a prediction based on outside evidence _____
3. a prediction that is not certain _____
4. a request for someone to do something _____
5. a timetable _____
6. an action happening around now A, am writing A, am writing
7. an adjective that describes a situation that makes us feel a certain way _____
8. an adjective that describes someone's feelings _____
9. an arrangement with another person _____
10. an intention or plan _____

How many paragraphs does Alexis use in her e-mail?

What are the topics of her paragraphs?