

## Handout 3 - Email Practice

Read Barbara's reply to Alexis. The phrases in bold all have an extra word. Find them and cross them out.

(1) **Hi dear Alexis,**

(2) **I thank you** for your e-mail about the arrangements for the meeting. (3) **I am writing it to confirm** your suggestions. First of all, I think it is a great idea to have coffee and cakes ready for Ms. Wells when she arrives. However, I think we should get the cakes from a different shop. The one around the corner is (4) **too much expensive**. (5) **Let's us try** the one near the station. I am very happy to help Ms. Wells get ready for her talk. (6) **I am often going down** to the meeting room later today to meet a customer, so I can check the computer and the screen then. Finally, I agree that we should try to finish early. (7) **I will to check** the train times for Ms. Wells so we have an idea about when we should finish. I will let you know what the options are. (8) **I am looking up forward to the meeting** too.

(9) **All the best wishes,**

(10) **Barbara King**