

Handout 4 - Practice

Donna Wells has written an e-mail to Barbara to confirm arrangements for the meeting. Put the sentences in order.

Best wishes, _____

Could you confirm that I can access the company intranet on that computer? _____

Dear Barbara, _____ 1 _____

Donna _____

First of all, there has been a change in my travel plans. _____

However, could you tell me the best place to park? _____

I am also a little bit worried about the facilities in the meeting room. _____

I am going to drive to the meeting, so you don't need to meet me at the station. _____

I am going to show some slides during my talk. _____

I am just writing to check some of the arrangements. _____

I'm looking forward to your reply and, of course, to seeing you next week. _____

I was so pleased to receive the invitation to speak at your meeting. _____

Thank you for your help. _____

How would you use paragraphs to organize the e-mail?

The first thing people see is the subject line of your e-mail. There are lots of ways to get people's attention, so they want to open the e-mail. Match the types of subject lines with the examples.

1. command	a. 45% of workers have "tired eyes" from using screens
2. hurry up	b. 5 things to do before our department review
3. Information	c. Don't miss your chance to book vacation days this summer!
4. instructions	d. Great to meet you last week!
5. list	e. Have you done your health and safety training?
6. personal	f. How to use the new company time sheet
7. questions	g. Keep your workspace clean
8. statistics	h. Sales meeting: Sept 3, 2:00 pm

Look back at the e-mails that Alexis, Barbara, and Dennis wrote. Write subject lines for these e-mails.