

8 Emailing

- 1 a in b to c at d on e for f with g for h off i on j in
- 2 *The more formal phrases*
a 1 b 1 c 2 d 1 e 2 f 1 g 1
- 3 1 c 2 f 3 h 4 a 5 d 6 b 7 e 8 g
- 4 a write b call c hope d must e thank f join g get h miss i pass j know
- 5 1 e 2 h 3 d 4 c 5 a 6 b 7 i 8 f 9 g
- 6 *Possible answers*
a We'll contact you soon.
b Thanks for organising the conference.
c Just to let you know that we've changed the date of the meeting.
d Please let us know if you can make it.
e We hope you can join us for dinner.
f I'll call you at the end of the week.
g Good luck!
h We're having a party/a get-together next week
- 7 a great b regards c apologise d take e event f forward
g unfortunately h luck

Key word: grateful