

## English for Emails

### Unit 5: Making arrangements

#### Task 1

Put the phrases in the right group.

next week / when you are free / after work /  
next time you come / at the weekend / on  
Monday / yesterday / three days ago /  
tomorrow / in 2009 / last month / in October

In the past

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In the future

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In the past or future

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#### Task 2

Complete the sentences.

get / Monday / I'm coming / the evening / at /  
week

Dear Nadia,

\_\_\_\_\_ to the 'Teaching for Change'  
conference next \_\_\_\_\_. I'm glad  
you are going, too. I'm arriving on \_\_\_\_\_  
afternoon. I'll text you when I \_\_\_\_\_ to

the hotel. Perhaps we can  
meet in \_\_\_\_\_. Are you free to go out  
for a meal \_\_\_\_\_ about 7:30?

Hope to see you soon.

Lisa

#### Task 3

Match the endings of the sentences to the  
beginnings.

next Saturday. / convenient for you? / to  
seeing you tomorrow. / to meet? / free next  
Tuesday afternoon?

1. What time would you like

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2. I look forward

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3. I'm coming to London

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4. When would be

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5. Are you

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#### Task 4

Put the email in the right order.

- A. I can call you then if it is convenient.
- B. Nguyen Minh Chau
- C. Are you free to talk about it on the  
phone tomorrow at about 3.30?
- D. Head Teacher – Vietnam  
International School
- E. Could you please let me know?
- F. Dear Mr Chan,
- G. I look forward to hearing from you  
soon.
- H. With best wishes,
- I. Thank you for your last email.

## Task 5

Choose the correctly punctuated email.

1. dear mr chan  
thank you for your last email are you  
free to talk about it on the phone  
tomorrow at about 3.30 I can call you  
then if it is convenient could you  
please let me know  
I look forward to hearing from you  
soon  
with best wishes  
Nguyen Minh Chau  
Head Teacher – Vietnam  
International School
2. Dear Mr Chan  
Thank you for your last email Are you  
free to talk about it on the phone  
tomorrow at about 3.30 I can call you  
then if it is convenient Could you  
please let me know  
I look forward to hearing from you  
soon  
With best wishes  
Nguyen Minh Chau  
Head Teacher – Vietnam  
International School
3. Dear Mr Chan,  
Thank you for your last email. Are you  
free to talk about it on the phone  
tomorrow at about 3.30? I can call  
you then if it is convenient. Could you  
please let me know?  
I look forward to hearing from you  
soon.  
With best wishes,  
Nguyen Minh Chau  
Head Teacher – Vietnam  
International School

## Task 6

Choose the correctly spelt words. In each question, only one is correct.

1.  
a) Tuesday  
b) Tusday  
c) Tuseday
2.  
a) forwad  
b) forward  
c) forword
3.  
a) tomorrow  
b) tomorrow  
c) tomowrrow
4.  
a) evening  
b) evning  
c) evining
5.  
a) meting  
b) meating  
c) meeting
6.  
a) convennient  
b) conveniant  
c) convenient

## Answers

### Task 1

In the past

yesterday  
three days ago  
last month  
in 2009

In the future

next week  
when you are free  
next time you come  
tomorrow

In the past or future

after work  
at the weekend  
on Monday  
in October

### Task 2

Dear Nadia,  
I'm coming to the 'Teaching for Change' conference next week. I'm glad you are going, too. I'm arriving on Monday afternoon. I'll text you when I get to the hotel. Perhaps we can meet in the evening? Are you free to go out for a meal at about 7:30?

Hope to see you soon.

Lisa

### Task 3

1. What time would you like to meet?
2. I look forward to seeing you tomorrow.
3. I'm coming to London next Saturday.
4. When would be convenient for you?
5. Are you free next Tuesday afternoon?

### Task 4

- F. Dear Mr Chan,  
I. Thank you for your last email.  
C. Are you free to talk about it on the phone tomorrow at about 3.30?  
A. I can call you then if it is convenient.  
E. Could you please let me know?  
G. I look forward to hearing from you soon.  
H. With best wishes,  
B. Nguyen Minh Chau  
D. Head Teacher – Vietnam International School

### Task 5

3. Dear Mr Chan,  
Thank you for your last email. Are you free to talk about it on the phone tomorrow at about 3.30? I can call you then if it is convenient. Could you please let me know?  
I look forward to hearing from you soon.  
With best wishes,  
Nguyen Minh Chau  
Head Teacher – Vietnam International School

### Task 6

1. a) Tuesday
2. b) forward
3. b) tomorrow
4. a) evening
5. c) meeting
6. c) convenient