

THE WRITE STUFF

Name: _____



You are going to write two emails: the first trying to arrange a meeting; the second responding to somebody else who is trying to meet with you.

| ARRANGING A MEETING | EMAIL |
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| <p>Write to a representative of another organization to arrange a meeting. Prepare the situation using the questions below. The information can be real or imaginary.</p> <ul style="list-style-type: none">• What is your organization? What services do you offer?• What is the meeting about? Why is it happening?• Who are you writing to? Why do they need to be at the meeting?• What day, time and place will you suggest? (e.g. your own office)• Do you need to include a reference to where your organization is, or how to find it?• Do you need to include a reference to how they will get to the meeting? (e.g. pickup)• Do you want them to take any action before the meeting? Ideas: bring something; prepare something; tell you about possible agenda items.• Ask for a quick reply. <p>Now write the email. When you finish, work with a partner. Check each other's grammar, spelling, punctuation and style. Is everything clear, well-structured and easy to understand?</p> | <p>Write your email here: SUBJECT:</p> |

WRITING A REPLY

EMAIL

Exchange emails with a different partner.
Write a reply to the email you receive.
Some ideas are given below, but adapt
and change them as you wish.

- Thank them for their email.
- Agree that the meeting is important.
- Say that the time is not good for you, and suggest an alternative.
- Apologize for any inconvenience caused (if appropriate).
- Say that you will call them to finalise the arrangements.
- Respond to any other points in the email you received.