

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

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.

- 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.

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?

EMAIL

Write your email here:
SUBJECT:

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.