

To: Bob Smith
From: Joyce Miller
Subject: meeting change
Date: March 20, 20__

Bob,

The time for the meeting tomorrow has been changed from 9:00 to 12:30. I'm sorry about this, but it turns out it's the only time everyone can meet. I know you have another meeting later in the afternoon, but I expect ours won't last more than one hour, so it shouldn't interfere with that schedule. The good news is that since it's a lunchtime meeting, the office will provide sandwiches and coffee for everyone. I'll make sure that we order from the Garden House since I know that's your favorite sandwich shop. We'll meet in the training room on the fifth floor. Please don't forget to bring ten copies of your budget report. Thanks. See you tomorrow.

Joyce

SKIMMING Look quickly at the e-mail to answer these questions.

1. Who is the e-mail for?
To: _____
2. Who sent the e-mail?
From: _____
3. What is the e-mail about?
Subject: _____

SCANNING Find these words and phrases about time in the e-mail, and circle them. Some may appear more than once.

4. March 20 tomorrow 9:00 12:30 one hour lunchtime