

## Email Etiquette - Worksheet 1

1. Match the incoming emails with their outgoing responses.
2. Come up with appropriate subject lines for each email.
3. Share your subject lines via Udemy Q&A for feedback

Incoming Email		Outgoing Email	
1	Just a quick note to see if you've finished the report. I need it for today's meeting.  Thanks in advance	A	Sure, no problem. I'll let the other team members know.  See you later
2	I am writing to inform you that our price list has changed and is available for download online.  Best regards	B	Just wanted to let you know that I'll be at your office next Mon. at 9:00 a.m.  Looking forward to it
3	I'm sorry, but I have to change our meeting from 2:30 to 3:30. I hope this is okay!  See you then	C	Great idea! I'll be there. See you at 5.
4	I am writing to confirm your order of 2,500 t-shirts with your company logo (see attachment). Please send me your logo so we can process the order. Many thanks	D	Things are going well, thanks for asking, and thanks for reminding me about the meeting, I almost forgot!  Looking forward to seeing you again!
5	A quick note to tell you about next week's meeting. I'm attaching the agenda. Please confirm that you will be there.  Thanks	E	Not yet! But I promise I'll finish it asap. And send it to you by the end of the day.  Bye for now
6	Hope you had a successful new year and we look forward to future business with you in the New Year.  Sincerely	F	Attached please find our logo as requested. Best regards
7	Just to let you know we're meeting at the bar after work for a drink. Are you joining us?  Bye	G	Many thanks for your email. We would also like to wish you all the best. I'll be in touch with you in January. Best wishes
8	How are you? I haven't heard from you for such a long time. This is just a quick note to remind you about our meeting on Tues.  Hope to hear from you soon	H	Thank you for your email. I couldn't find the price list in English on your website. Could you please email it to me?  Thank you