**Imagine that you need to cancel a meeting or plans with:**

**1.) a close friend via text**

**2.) a professor via email**

**3.) a family member via pen/paper note on the kitchen table**

**4.) a person you hope to date via “your choice” of communication.**

**What do you say in each situation? Write the required “notes” and be sure to keep your audience in mind. Please number your notes and indicate your audience and method of communication.**

1.) Hey man, sry but I cant hang out today. Something came up.

2.) Hello Professor,

Unfortunately, I won’t able to make it to our meeting this afternoon. Something urgent came up which requires my immediate attention.

Thank You,

Nabir Migadde

3.) Can’t make it to the meeting. -Nabir

4.) I’M SOO SORRY! Something came up so I cant make it to our meeting. I’m so sad :(

**(via text)**