

Task 1:

Harin Kumarasinghe, a maths teacher, has written four emails this morning. Read the opening lines of the emails and then match them to the descriptions of the emails below.

Phrases :

- a) Dear Mr.Perera, I'm writing to you because I'm worried that ...
 - b) Hi there Roshan, Hope you're well. Might be a bit late on Saturday ...
 - c) Morning everyone, Just thought you might be interested to know that ...
 - d) Dear Sir/ Madam, Could you please send me ...
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- 1. Harin emailed all the maths teachers at his school about some training. c
 - 2. Harin wrote to his friend about their plans to play football at the weekend.b
 - 3. Harin sent an email asking for more information about a conference. He did not know the name of the person who will read his email. d
 - 4. Harin emailed a man called Nishan Fonseka, the father of a pupil at the school. He wanted to know why Mr Fonseka's son was absent from school.a

Task 2:

Which phrases are an appropriate way to end a formal email?

- a) Yours truly,
- b) Best regards,
- c) For your information
- d) Yours sincerely,
- e) For Attention Of:
- f) Best wishes,
- g) To Whom It May Concern:
- h) Yours faithfully,
- i) With many thanks and best wishes,

Task 3:

Which phrases are an appropriate way to end an informal email?

Regards,
Cheers,
Hi again,
Rgds,
Bye for now,
CC
With best wishes,
See you soon,
How are you?

Task 4:

Complete the emails with the sentences.

Phrases:

We look forward to working with you/ I look forward to receiving your application/ I look forward to meeting you/ I look forward to hearing from you soon.

01

Dear Mr Chanaka,

Please find enclosed an application form for the post of Teacher of History.2..... for this job. The deadline is March 24.

Yours sincerely,
Janaka Kumarasinghe, School Administrator

02

Hello Hiroshi,

I can call you on Thursday at 10.30 am. Can you let me know if that's convenient please?
.....4.....

Regards,
Sunil

03

Dear Mr. Kapila,

I am writing to confirm our appointment in my office on Tuesday January 28.
Please report to Reception when you arrive, and they will direct you to my office. I hope you have a safe journey here, and3..... on Tuesday.

Best regards,

Thisal Ranaweera

04

Dear Jayani,

Congratulations on getting the job. My team in the Graduate Studies Office and I would like to welcome you to NSBM Green University. I am sure you will enjoy your new role.
.....1.....

Best wishes,

Nelum Withanage
Director - Graduate Studies Office

NSBM Green University

Task 5:

Write an email to another company employee in another department about a meeting that your departments organized. Remind him of the meeting and ask him whether his department members will be attending.