

B There is one mistake in each of these sentences. Correct it.

- 1 Here's the report – hope you like ^{it} ~~the~~.
- 2 Attached are the two questionnaires – please return them me by 24 September.
- 3 I sending the report as an attachment.
- 4 I'm sorry you couldn't open the document – I have attach it again.
- 5 Hope you'll be capable to open the document this time!
- 6 Please check the attached document careful and let me know if you have any questions.
- 7 I be grateful if you could complete the attached form and return it asap.
- 8 Sorry, I forgot send the attachment!
- 9 I attach my report like promised.
- 10 Here's a copy of Leslie's report – what you think?
- 11 Thanks for sending me the report – I let you know what I think.
- 12 I'm returning your original document with my comments inserted with red.

C Complete the emails by writing *one* word in each gap. There may be several possible answers.

Email 1

Please ⁽¹⁾..... attached my report. ⁽²⁾..... it's not too late. ⁽³⁾..... me know if you have any questions.

Email 2

I'm ⁽¹⁾..... various forms for you to complete. Please pay special ⁽²⁾..... to the expenses claim form. I need them back ⁽³⁾..... 16 February at the latest.

Email 3

⁽¹⁾..... agreed, I'm sending the pre-meeting notes. Let me know if there's anything ⁽²⁾..... we can do from this ⁽³⁾..... before we meet.

Email 4

Sorry, I ⁽¹⁾..... to send the attachment! ⁽²⁾..... it is. Please get ⁽³⁾..... to me if you can't open it.

Email 5

I ⁽¹⁾..... be grateful if you ⁽²⁾..... complete the attached form and return it asap. Please ⁽³⁾..... that I have changed my email address.

B Complete the phrases by writing *one* word in each gap. Several answers may be possible.

- 1 We be very pleased if you come to a meeting here on 28 July.
- 2 Your at the meeting will be very I hope you can it.
- 3 Please me if you can attend, soon as possible.
- 4 Thank you for your invitation. I would be to attend. I look forward to you on the 28th.
- 5, I will not be able to come. I have another on that day. Please accept my
- 6 I hope we will have the to meet on another occasion in the future. I am sure the meeting will be a great

C Put these sentences into the correct order.

- a) Looking forward to meeting you next week.
- b) Our office is located close to the station – the best thing to do is catch a taxi.
- c) Just to confirm your visit to us on 16 Jan.
- d) Best wishes, Atsuko.
- e) When you arrive, ask for me at reception and I will come down and meet you.
- f) If you need to contact me, my mobile number is 07968 243983.

1 2 3 4 5 6

D Review some language for giving directions and planning an informal visit. Complete the email below by writing *one* word in each gap.

Here are the directions for how to ⁽¹⁾ to my house – print out this email and bring it with you. It's not difficult to ⁽²⁾, as you're coming ⁽³⁾ train. Come out of the station and ⁽⁴⁾ right. Carry ⁽⁵⁾ down the road ⁽⁶⁾ you come to a church called St Paul's. You can't ⁽⁷⁾ it. Just after the church turn left. Be careful – it's a very small street and people often go ⁽⁸⁾ without noticing it. You'll see my house ⁽⁹⁾ the end of the street – it's got a red door. Try and get here ⁽¹⁰⁾ time for lunch. You can ⁽¹¹⁾ me a call on your mobile if you get ⁽¹²⁾ After lunch there's a couple of things we could ⁽¹³⁾ ⁽¹⁴⁾ we can look around Brighton, or we can take my car and go for a walk in the ⁽¹⁵⁾ We don't need to decide ⁽¹⁶⁾ – we'll just see how we're ⁽¹⁷⁾ at the time. It's great that you're coming down to ⁽¹⁸⁾ for a few days. I'm really ⁽¹⁹⁾ forward to it. Give my best ⁽²⁰⁾ to your family.

26 Report structure and key phrases

A Match the different sections of a report (1–5) with their definitions (a–e).

- | | |
|-------------------------|--|
| 1 Introduction | a) The 'body' of the report: a presentation of arguments and evidence. |
| 2 Background | b) The subject of the report, who asked for it, why it has been written. |
| 3 Findings | c) Practical suggestions for action, often written as a list or bullet points. |
| 4 Conclusion | d) The context: what has happened up to now and the general situation. |
| 5 Recommendations | e) A judgment or decision based on the discussion in the 'body'. |

Note: a report may not have all these sections, and in an email a 'section' may simply be a single sentence.

B Match the beginnings of the sentences (1–12) with the endings (a–l).

- | | |
|---|--|
| 1 As requested at the Board meeting | a) on the figures sent to me by different departments. |
| 2 The purpose of the report is | b) where cost-cutting measures are necessary. |
| 3 The report is based | c) in table 1, demand has been falling. |
| 4 I have divided the report | d) to suggest ways to reduce costs. |
| 5 As can be seen | e) into three sections. |
| 6 This has led to a situation | f) of 18 April, here is my report. |
| 7 As mentioned | g) the full report and let me have your comments. |
| 8 I suggest that the company | h) are as follows: |
| 9 My specific recommendations | i) to contact me if you have any questions. |
| 10 Please have a look at | j) should be able to cut costs significantly. |
| 11 Your comments will be circulated | k) above, sales are going down. |
| 12 Please feel free | l) in time for the next meeting. |

The order of sentences 1–12 follows (more or less) the order in which they would be used. Write the sentence numbers after these section headings:

Introduction/Background:

Findings:

Conclusion/Recommendations:

Closing comments: