1. ***Instructions: Match each component of an email to its appropriate description.***

*Components*:

Subject line

Greeting

Body

Closing

Signature

*Descriptions*:

A. The opening of the email that addresses the recipient by name and establishes a polite and professional tone.

B. A brief summary of the purpose of the email, usually consisting of a few words or a sentence.

C. The main content of the email, which should be well-organized, clear, and concise.

D. A polite and professional closing, which should include a clear call to action or next steps.

E. The sender's name and contact information, typically located below the closing.

*Answers*:

Subject line - B

Greeting - A

Body - C

Closing - D

Signature - E

(By completing this matching exercise, students can better understand the different components of an effective email and how they work together to create a professional and impactful message.)

1. ***Instructions: Fill in the blanks with the appropriate words or phrases to complete the email.***

*(a) summary (b) analysis (c) critique*

*(a) scope (b) budget (c) deadline*

*(a) feedback (b) issues (c) conflicts*

*(a) working (b) collaborating (c) partnering*

Dear [Recipient's Name],

I hope this email finds you well. I am writing to follow up on our meeting last week and provide you with a [1] \_\_\_\_\_\_\_\_\_\_\_\_ of the project proposal we discussed. I have attached the document to this email for your review.

As a reminder, the proposal outlines our suggested approach to the project, including timelines, milestones, and expected outcomes. We believe that this approach will allow us to meet your objectives while staying within the agreed-upon [2] \_\_\_\_\_\_\_\_\_\_\_\_.

Please let us know if you have any questions or concerns about the proposal. We are happy to discuss any [3] \_\_\_\_\_\_\_\_\_\_\_\_ you may have and provide additional information as needed.

Thank you for considering our proposal. We look forward to [4] \_\_\_\_\_\_\_\_\_\_\_\_ with you on this exciting project.

Best regards,

[Your Name]

(By completing this exercise, students can practice using the appropriate language and structure for professional emails, while also reinforcing their understanding of key vocabulary and concepts related to business communication.)

1. ***Instructions: Fill in the blanks with the appropriate words or phrases to complete the email.***
2. recipient's name
3. verb
4. project name or topic
5. adjective
6. adverb
7. team member's name
8. verb + -ing
9. verb + object
10. noun (plural)
11. team member's name
12. issue or problem
13. type of meeting
14. adjective

Dear [1],

I am writing to [2] about [3]. As you know, we have been working on this project for several weeks now, and I wanted to provide you with a quick [4] update.

First of all, I am pleased to report that we are [5] on schedule and that the team has been making great progress. In particular, [6] has been doing an excellent job of [7], which has helped to [8] the overall project timeline.

However, there are still a few [9] that need to be addressed in order to ensure that we stay on track. Specifically, [10] has expressed some concerns about [11], and I think it would be helpful if we could schedule a [12] to discuss these issues and come up with a [13] plan of action.

Please let me know if you are available to meet next week, and if so, what times might work best for you. I look forward to hearing from you and continuing our work on this project.

Best regards,

[Your Name]