

6.4 Speaking and writing

Speaking changing arrangements

- 1a 6.5))) Listen to two friends changing an arrangement on the phone. Circle the correct answers.



- 1 Tom and Kerry arranged to ...
 a have dinner at Kerry's house.
 b go to a restaurant together.
 c see a film at the cinema.
- 2 Tom feels ... when Kerry changes the arrangement.
 a angry b disappointed c ashamed
- 3 Tom and Kerry agree to change the arrangement to ...
 a next Friday. b Sunday morning.
 c a different Saturday.
- b 6.5))) Match phrases 1-7 to phrases a-g with a similar meaning. Then listen to the conversation again and tick the phrases that you hear.
- 1 I can't make it then. e
 2 How about going another night? ___
 3 That's fine with me. ___
 4 I'll confirm it with you. ___
 5 I'm meant to cook, but ... ___
 6 I've got something else on. ___
 7 Our arrangements have changed, I'm afraid. ___
- a I'm supposed to cook, but ...
 b I'm available then.
 c I'll get back to you later in the week.
 d Let's go another night.
 e I'm not available then.
 f There's been a change of plan.
 g I'm busy that day.
- c Four of these phrases are usually used in formal situations. Underline them.

Writing a professional email

- 2a Read the emails. Which email is ...

- from a student? _____
- from a member of staff? _____

- b Complete the emails with words from the box.

apologize help like Many Unfortunately wasn't able
wishes wonder

1

To: Hannah Duggan
From: Peter Brown
Subject: RE Sales Report

Dear Ms Duggan,

I wonder if you could ¹_____ me?
 Unfortunately, I ²_____ to finish the 2015 Sales Report because I was unwell on Thursday and am still not well enough to come in today. I would ³_____ to work on it over the weekend, but I haven't got the sales figures for 2014. Could you please send them to me?

⁴_____ thanks,

Peter Brown
Assistant sales director

2

To: Dr Paul Davison
From: Ashmita Mehta
Subject: RE This morning's lecture

Dear Dr Davison,

I would like to ⁵_____ for arriving late to the lecture this morning. ⁶_____, my train was cancelled and I had to take the bus. As a result, I wasn't there when you handed out the list of sources for next week's essay. I ⁷_____ if I could come and collect it later today or tomorrow?

Best ⁸_____,

Ashmita Mehta
Engineering 2

I can ...

use adjective suffixes.

Very well

Quite well

More practice



make and change arrangements.

