

12 Checking understanding

A Read the email exchange between Peter and Kate. In each gap there are *two* missing words – try to guess what they are. In email 2 Kate has used the ‘Reply’ button so she includes the text of the email she received.

email 1 (from Peter to Kate)

Kate, I've attached the sales figures for Q3, as requested.
 You'll see that we're up 6%! Things are really taking off in Central Europe.
 By the way, are you going to the conference?

email 2 (from Kate to Peter)

> Kate, I've attached the sales figures for Q3, as requested.
 Sorry, Peter, you forgot to send ⁽¹⁾..... Can you send it again?
 > You'll see that we're up 6%! Things are really taking off in Central Europe.
 Great news. Do ⁽²⁾..... 6% increase for the quarter or for the whole year?
 > By the way, are you going to the conference?
⁽³⁾..... ? The sales conference in Istanbul next month or the International Plastics Convention in Slough?

email 3 (from Peter to Kate)

Sorry about that, Kate. Here it is again. Let ⁽⁴⁾..... if you get it.
 I meant 6% for the quarter! Head Office are very pleased.
 What do you mean 'Which conference?!!' I was talking about the sales conference of course. But are ⁽⁵⁾..... it's in Istanbul?

email 4 (from Kate to Peter)

Okay, I've got the attachment this time. But you'll never believe it – I can't ⁽⁶⁾.....
 ! Can you check that you saved it properly?
 I thought the conference was in Istanbul, but I may ⁽⁷⁾..... I'll check and get back ⁽⁸⁾..... Anyway, I can't go this year – Cathy is going instead.

Before you look at the answers in the back of the book, here are all the words you need:

attachment be conference it know me mean open sure to
 the which wrong you you you

B Fill in the missing prepositions. Each gap represents one letter.

- 1 To copy somebody an email (= to send somebody a copy of an email)
- 2 To get somebody about something (= to contact somebody again)

C Rewrite the sentences below with the correct word order to make typical email phrases. Start each sentence with a capital letter.

- 1 sorry, you forgot the send to attachment. you can again send it?

- 2 mean you to send this did? i don't want the attachment to open in case it's a virus got.

- 3 about that are you sure? i thought was in Istanbul the conference.

- 4 i'll check and get to back you later today.

- 5 you do mean which conference?

- 6 i don't this point understand sorry. can you in a little detail more explain it?

- 7 i'm sure not what mean you by this. you could clarify?

- 8 i thought on Thursday was the meeting, but I wrong may be.

- 9 sorry, my last email forget. you're right. not Friday, it should Thursday be.

- 10 what was meant I Gatwick, not Heathrow. the situation this clarifies i hope.

D The email below shows some original text introduced with a '>' symbol, and some comments in *italics*. Complete the email by writing *one* word in each gap.

> I've written down some thoughts about the Beta project – it's ⁽¹⁾..... as a Word doc. I'm circulating it to all line managers. ⁽²⁾..... me know what you think.
I'm afraid you ⁽³⁾..... to send the attachment. Can you send it ⁽⁴⁾..... ?
 > There's a couple of things I'd like you focus on. First is the timing.
I'm not sure what you mean ⁽⁵⁾..... 'timing'. The time before the project starts, or the time the project will actually take once it's started?
 > Then there's the question of marketing costs.
I know Daniel produced some detailed figures on this some time ago. Have you ⁽⁶⁾..... with him?
 > Finally, feasibility.
I don't understand this ⁽⁷⁾..... Can you explain in a little more ⁽⁸⁾..... ?
 > I'd like your comments by the end of next week at the ⁽⁹⁾.....
Okay, I'll try to get them ⁽¹⁰⁾..... to you by then.
One last thing – I think you need to copy Lila ⁽¹¹⁾..... on your original email. I may be ⁽¹²⁾....., but I think she's now involved from the Latin America end.