

Unit 6

Lesson 4,5

Session 15

Wrote a professional **email** Change arrangements



Read email from a **student** to a **professor**.

How do you think professor reacted ?why?

Sent: Monday 09:52

To: prof.c.d.whitmann@rham.ac.uk

From: snookums@yahoo.com

Subject: Help!!!

Hi Prof W can u help me w/ essay u set thurs? i no u went over it in class but I missed class. Too much WORK!! lol. pleeease help :)

Danny

Rewrite the email to make it appropriately professional

- 4 Your boss has set you a deadline for a piece of work. You have been ill and will miss the deadline. Write a professional email to your boss, apologizing and explaining what has happened.



Writing a professional writing

Subject box

Put enough info in subject box so that recipient (person receiving it) can see instantly who it is from and what it is about.

Subject: RE deadline for report

Addressing recipient

Generally use surname and title and 'Dear', not 'hi', 'hello'. **Dear Dr Smart,**

If you are on an equal level, you might use first name.

Dear Chris,

Certain set phrases can be useful.

Thank you for your email.

I wonder if you could help me.

I would like to apologize for...

Unfortunately, I will not be able to...

Using abbreviations

The kinds of abbreviations you can use on social media are NOT appropriate.

Using too much punctuation

Avoid using exclamation marks (!) and emoticons, e.g. :) **Signing off**

Always sign off with your name (full name if they might not know who you are) and one of following.

Best wishes,

Many thanks,

Yours sincerely, (most formal way)

Listen to a **phone conversation** between two friends, answer questions

6.11

1. Why can't **Sara** meet tomorrow lunchtime?
2. Why can't **Pedro** meet after work?
3. What has Sara arranged to do on Thursday?



Pedro



Sara

Complete extracts 1-6 from **phone conversation**

6.12 

1. **There's been _____.**
2. **I've got _____ tomorrow lunchtime..**
3. **How _____ after work instead?**
4. **I'm really sorry, but I _____ then.**
5. **I'm _____ playing tennis with my sister.**
6. **I'll speak to her, then _____ you.**

Changing arrangements

Replace 3 of phrases in exercise 6 with these more formal alternatives, using lg for speaking box to help you.

1. I'll confirm it with you.
2. I'm not available then.
3. Would you be able to...?

Changing arrangements

I'm meant to..., but...

We had thought we'd ..., but now...

How about getting together...?

Would you be able to meet on ...?

Saying you are/aren't free

I'm (not) available then.

I can('t) make it then.

That's fine with me.

Confirming arrangements

I'll confirm it with you.

I'll get back to you.

Navigate

B1+

Unit 4 | Space

What are the **benefits of visiting the country side ?**

Navigate

B1+

Unit 5 | Entertainment

What is your favorite kind of film?

Do you think the climate has been **changing over the last 10 years?**

Navigate

B1+

Unit 6

Controlling
the weather?

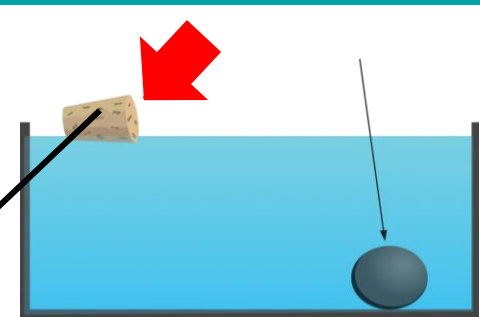
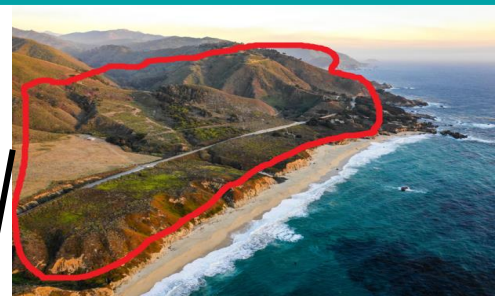
Can you give an **example of what you consider extreme weather?**

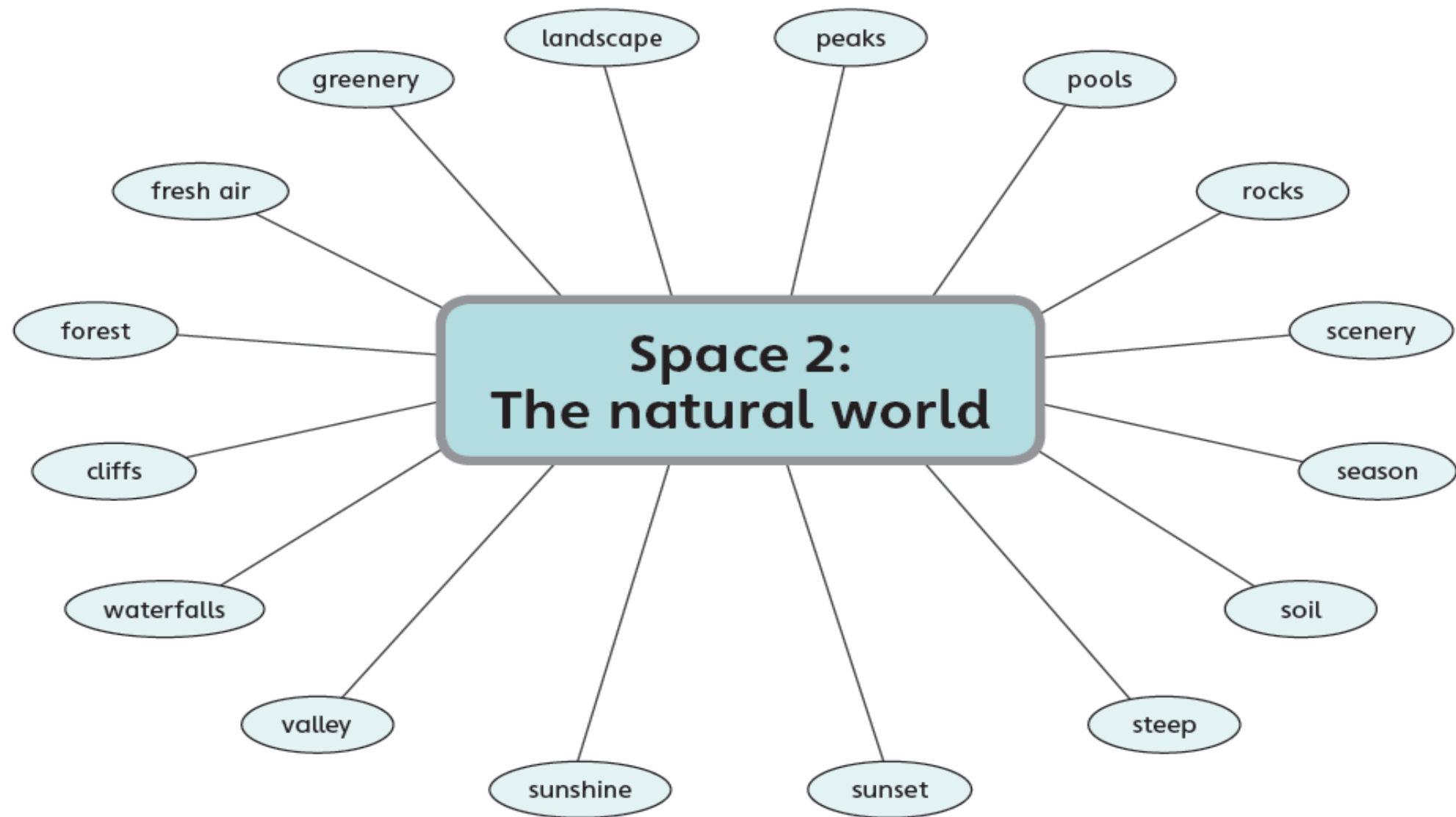


Space 1: On the water

inland

At see





Universally popular?

**Use -ing, infinitive with to,
to talk about different
genres of films**



Mosquito Smasher

**Use simple present perfect,
simple past to describe
a video game**

**Unit 5
Entertainment**

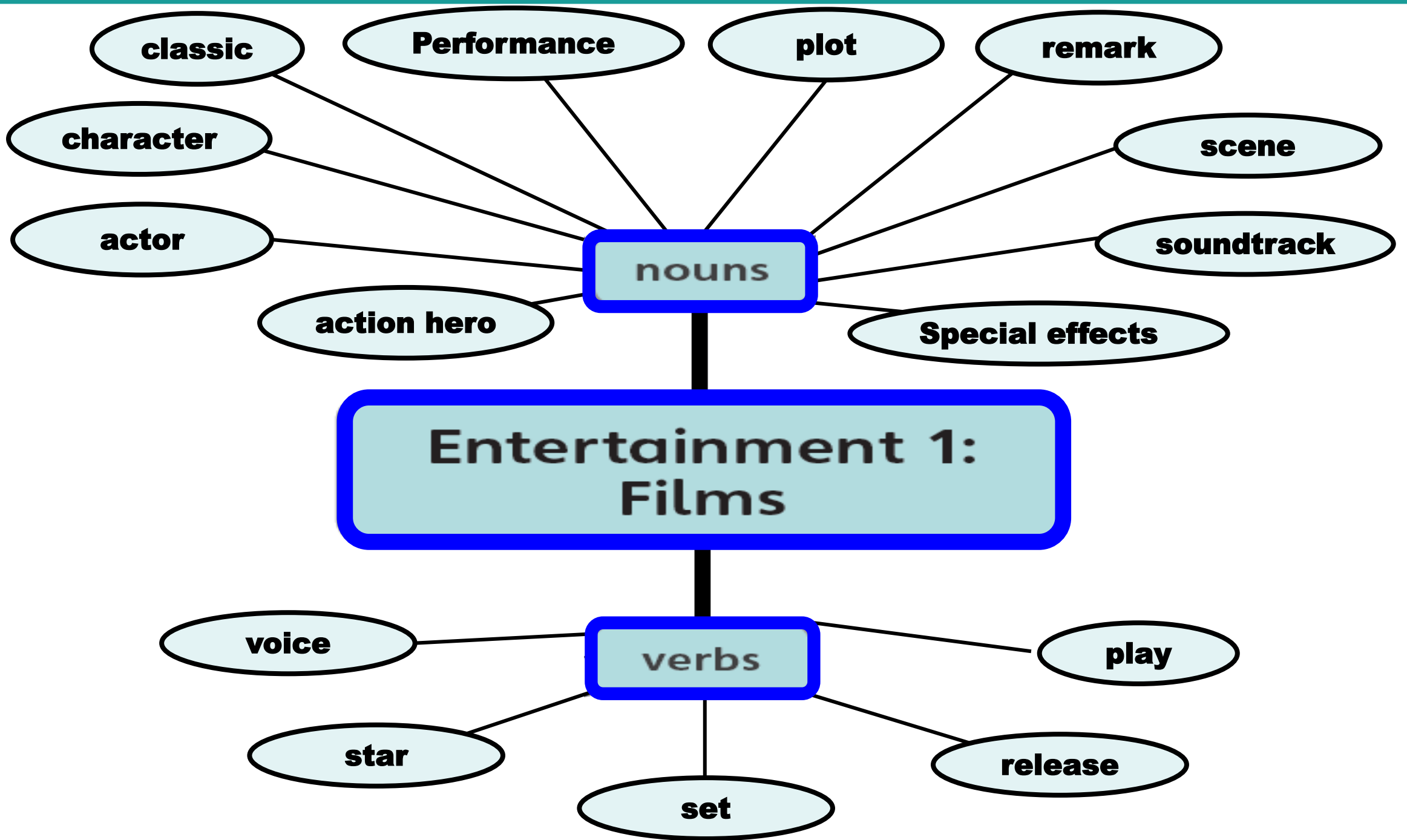
**Vocab
Skill development**

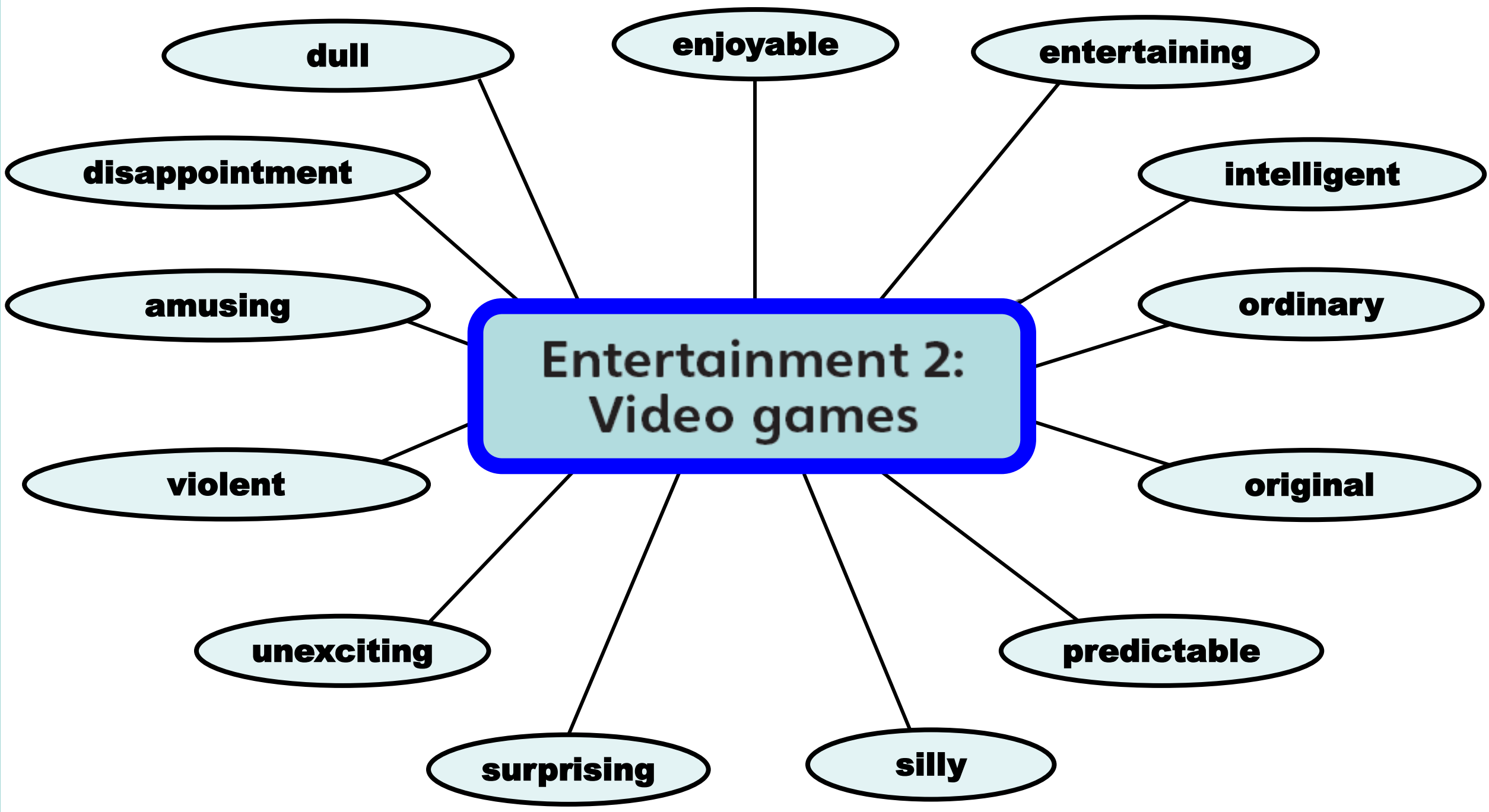
**Understand linkers
Use extreme adjectives**

Speaking - Writing

**Write a film review
Compare and recommend**

 **Film Studies**







VOX POPS VIDEO 6

Man and Machine

Use defining, non-defining relative clauses to talk about **machines in lives**

Controlling the weather

Use simple present perfect, continuous to talk about **climate, extreme **weather**, recent events, changes**

Unit 6
In control?

Vocab
Skill development

Understandd, use adj suffixes recognize linkers in conversation

Speaking - Writing

Wrote a professional email
Change arrangements

Mist Catchers

In control? 1:
Driving

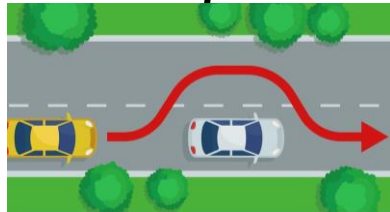
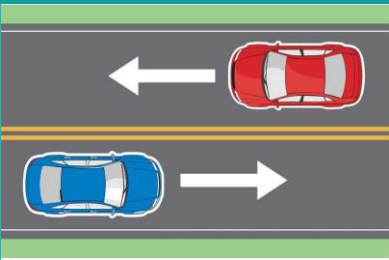
traffic

cars

accidents

verbs

U6



In control? 2: Climate and extreme weather

extreme weather

Tropical storms

decrease,
increase
in rainfall

effects or
consequences

