

Emailing prepositions practice

Read through the emails, ignoring the gaps. Who is each person writing to- a colleague, a customer, a supplier etc?

1. Dear Mr. Artaud

I'm arriving _____ Lyon _____ 1 pm _____ Tuesday. Could you send me directions _____ your factory and recommend a nearby hotel?

Thank you,

2. Hi Alex

We have two urgent orders and one _____ our machining centres has broken down. Could you do some machining work _____ us? We'd really appreciate it.

3. Dear Mr. Souza

We had a fire _____ our warehouse _____ yesterday and it destroyed the last shipment of covers you sent us. We need another shipment immediately. How soon can you send them?

Many thanks,

4. Hello Tom

Please give the attached order top priority. The sales department promised delivery _____ March 25th.

Tnx

5. Ted,

Thank you _____ fixing the air vents _____ the meeting room. Now the air conditioning system _____ the lab isn't working. Can you come and look _____ it as soon _____ possible?

Thanks,

Fill the missing gaps with prepositions (at, on, no preposition etc.)

Read through one more time. Which emails are urgent?