
9 Arranging a meeting

You are going to write two emails: the first trying to arrange a meeting; the second responding to somebody else who is trying to meet with you.

EMAIL 1

Write to a business contact to arrange a meeting.

Prepare the situation using the questions below. The information can be real or imaginary.

- What is your company's business? What products/services do you offer?
- What is the meeting about? Why is it happening?
Ideas: it could be a work dinner instead of a business meeting.
- Who are you writing to? Why do they need to be at the meeting?
- What day, time and place will you suggest? (e.g. your own office)
- Do you need to include a reference to where your office is, or how to find it?
- Do you need to include a reference to how they will get to the meeting? (e.g. pickup)
- Do you want them to take any action before the meeting?
Ideas: bring something; prepare something; tell you about possible agenda items.
- Ask for a quick reply.

Now write the email.

When you finish, work with a partner. Check each other's grammar, spelling, punctuation and style. Is everything clear, well-structured and easy to understand?

EMAIL 2

Exchange emails with a different partner. Write a reply to the email you receive.

Some ideas are given below, but adapt and change them as you wish.

- Thank them for their email.
- Agree that the meeting is important.
- Say that the time is not good for you, and suggest an alternative.
- Apologise for any inconvenience caused (if appropriate).
- Say that you will call them to finalise the arrangements.
- Respond to any other points in the email you received.

Now write the email.

When you finish, work with a partner. Check each other's grammar, spelling, punctuation and style. Is everything clear, well-structured and easy to understand?

FOLLOW-UP

Exchange emails with the person who sent you the first email. Write a reply to the one you receive.

- Confirm that the new time is fine.
- Say that you look forward to their call (where you can finalise the arrangements).
- Close in a friendly way.