

8 Attachments

Write three very short emails referring to attachments.

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

- a) An email to colleagues about a report which you have attached as a Word document. Ask them for comments by a certain date.
- b) A second email to the same people as in a), saying that you forgot to attach the report. Ask them to confirm that they have received it.
- c) An email to your staff with some forms attached that they have to complete and return to you by a certain date. Say why it is important.

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?