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## 12 Checking understanding

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You are going to write two emails: the first one vague and not very clear; the second one responding to an email you receive that is also not very clear.

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### EMAIL 1

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Write a short, vague (i.e. not clear or fully explained) email to a colleague.

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

- Say that you've attached a report. Don't give too many details.
- Refer to the report, and make a brief, vague comment about sales, or the general market situation.
- Refer in a positive way to some new product/service that your company is going to offer, but don't give too many details.
- Ask the reader if they are going to 'the meeting', but don't give too many details.
- Ask 'By the way, how is X?', where X is just a first name, and choose a name that is very common in your country.

Now write the email. Remember, it is not meant to be clear!

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### EMAIL 2

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Exchange emails with a partner. Write a reply to check your understanding of the email you receive.

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

- Refer to a technical email problem, for example say that they forgot to send the attachment.
- If they refer in a general, vague way to 'sales' or 'the market situation', ask for clarification.  
*Ideas:* which time period are they talking about? sales of which products? which market? can they explain in a little more detail?
- If they refer in a general, vague way to a new product/service, ask for clarification.  
*Ideas:* which one? can they be more specific? perhaps you heard some different information.
- If they refer to 'a meeting', ask for clarification.  
*Ideas:* which meeting? what date? perhaps you thought it was cancelled.
- If they refer to a person, ask for clarification,  
*Ideas:* you know several people with that name.

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?

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### FOLLOW-UP

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