
27 Linking words and relative clauses

Write a short report as an email, using linking words and relative clauses from the unit in *Email English*.

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

- a) An email to your line manager related to your job.
Ideas: a sales report; a market report; a product report.
- b) An email to your line manager about the arrangements needed and tasks to be done for a forthcoming conference (that you are organising) or trade fair (that you are going to).
- c) An email to your line manager analysing your own company's website (look at it first) with recommendations for improvement.
- d) An email to your line manager about three candidates who you interviewed for a job, describing their strengths and weaknesses and making a recommendation.
- e) An email comparing the different TV channels in your country. You work for a marketing company, and your client is a manufacturer of cars who wants to decide how to spend their TV advertising budget.

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?