



**AIMS: YOU'VE GOT MAIL,
PREPOSITIONAL PHRASES AND
FUTURE FORMS (STR. 79-81)**

Phrase bank, str. 81

DVD PROJECTION (ENGLISH FOR EMAILS):



1. Do you want to improve your email writing skills? Check out 9 great lessons to get started.
2. English for Emails: formal and informal language
3. English for Emails: Organising your writing



You've got mail!

1 Work with a partner to practise exchanging emails.

Stage 1

Write an email (maximum 150 words) to a real colleague on one of the subjects below. Use the suggested phrases to help you, but change and add anything you need to.

Subject: Change of plan

I was/we were originally hoping to ..., but I'm afraid that won't be possible now because ..., so what I'm/we're planning to do is ...

Sorry it's a bit short notice, but do you think you'll be able to ... or is that going to be a problem? I'll wait to hear from you.

Subject: Update please

Sorry to be a pain about this, but I'm still waiting for ... Can you let me know how much longer it's likely to be? Do you think you'll have it finished by ... because ...?

If you anticipate any problems, let me know. I'll ... tomorrow to see how you're doing. Cheers!

Subject: Urgent request

I've got an important meeting/presentation coming up on ... and I'm going to need ... Can I leave it to you to ...? I expect I'll also be needing ...

I know you're probably up to your neck in work at the moment, but if you can get ... to me before next ..., it'll be a real help. Thanks.

Subject: Can you do me a favour?

I've had an email/phone call from someone called ..., who wants ... Can I leave this one with you? I'm sure you'll know a lot more about it than I do. But keep me in the loop.

BTW a few of us may be ... on ... Are you going to be around? Fancy joining us? Should be fun.

VOCABULARY – YOU’VE GOT MAIL!



- at short notice
- only a short time before something happens
- to be a pain
- to be very annoying
- up to your neck in work
- to be very busy
- but keep me in the loop
- keep one posted, to keep one informed of what events are occurring
- Fancy joining us?
- (Would you like to join us?)



2 EMAIL IMPRESSIONS

- tone and style
- clarity
- brevity (short& concise)
- accuracy
- politeness
- grading system: 1-5 (where 5 is excellent)



FUTURE FORMS

The **Present Continuous** and *be to* are frequently used to talk about fixed arrangements.

The **Present Simple** is often used either to talk about schedules and timetables or to refer to the future after words like *if, when, as soon as, before, etc.*

There's a range of expressions including *be going to* and *be hoping to* which are used to talk about plans and intentions.

Both *will* and *going to* can be used to make predictions: *will* for opinions and *going to* for more informed predictions.

Will is frequently used to make offers, promises and take initiatives.

The **Future Continuous**, *will be doing*, is used to talk about something which will be in progress or which is part of a routine.

The **Future Perfect**, *will have done* and *will have been doing*, are used to talk about something which will already be completed at a future time. The continuous form usually emphasizes the activity rather than its completion.



FUTURE FORMS – DVD PROJECTIONS

- How to talk about the future?
- Seven ways of talking about the future



THANK YOU FOR YOUR ATTENTION!
SEE YOU NEXT CLASS! 😊

