

8.5 COMMUNICATION FILE

Emails and faxes

- 1 Work in pairs. Complete the email and fax below with the phrases (a–j) in the box.

To: Ingrid Vogts
Date: Friday, 17th August
Subject: Conference in Vienna

_____ ¹ email of 15th August.
_____ ² you that I'm going to
the conference in Vienna on 23rd September.
_____ ³ details of the
accommodation arrangements and a timetable for
the conference?
_____ ⁴ seeing you in Vienna.
_____ ⁵

Richard Turner

Richard Turner
Marketing Manager
RSC Financial Services plc
126 Tile Hill Lane
Coventry CV4 5GH.
Tel: 441 2476 458291 ext. 139
Fax: 441 2476 459738
Email: rturner@rsctinserv.com

RSC Financial Services
Vienna

FAX MESSAGE

To: Richard Turner
From: Ingrid Vogts, conference organizer
Date: 20th August
Subject: Conference arrangements

Dear Richard,

_____ ⁶ of last Friday, I'm sending you
new information about the conference.
_____ ⁷, we have had to change the
conference start date to 30th September.
_____ ⁸, and we hope you can still come
on the new date.
Hotel accommodation information and a conference
timetable follows on page 2 of this fax.
_____ ⁹ if you need more information.
_____ ¹⁰ see you at the end of next
month.

Best wishes,

Ingrid
Ingrid Vogts

- 2 You are Richard Turner. Reply to Ingrid's fax. Tell her you will go to the conference and you will arrive in Vienna on 28th September. Ask her to arrange hotel accommodation for you from the 28th for four nights. Tell her you want to visit the Vienna offices, and ask her to arrange a meeting for you with Sonia Braun, marketing manager in Vienna.

- a Please contact me again
- b Looking forward to
- c I'm writing to tell
- d Following your email
- e Best wishes
- f I apologize for this change
- g Could you please send me
- h Hoping to
- i Thank you for your
- j Unfortunately