

Email determiners pairwork practice

Student A

Choose one of the determiners below and read out example sentences with that word missing until your partner guesses which word should be in the gaps. They can only guess once per example and you get one point for each one that they get wrong. If you run out of examples before they guess the determiner, make up your own examples or give hints such as the meaning of the determiner.

A

I'm writing to request _____ copy of your latest catalogue.
This is just _____ quick/ short note to say...
Sorry I haven't been in touch for _____ while.

Any

If you need _____ further information about this matter, please feel free to contact me.
If you need _____ further details, please feel free to contact me at _____ time.
I am available for interview at _____ time.
We apologise for _____ inconvenience that this may have caused.

My

Give _____ regards to John.
Send _____ love to Steve.
It will be _____ pleasure to attend.
I'll ask _____ boss about this and get back to you as soon as I can.
Thank you for bringing this to _____ attention.

The

I'm writing to you about our meeting _____ week after next.
Is _____ meeting going ahead as planned?
It was great nice to meet you at _____ conference last week.
Can you get back to me about that by _____ end of _____ week?
Please see _____ attachment for further details.
_____ attached document explains...
Here is _____ document that you asked for.
_____ first/ second/ last thing that you asked about was...
Here's _____ info that you asked for:

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How are _____ things?
I am interested in the course you advertised in the Mail _____ last month
I'm writing to you about our meeting the week after _____ next
See you on _____ Monday
Thank you in _____ advance
The bulkier documents will arrive by _____ snail mail soon.
We'll send you the original documents by _____ courier.
Well, I must get back to _____ work

Student B

Choose one of the determiners below and read out example sentences with that word missing until your partner guesses which word should be in the gaps. They can only guess once per example and you get one point for each one that they get wrong. If you run out of examples before they guess the determiner, make up your own examples or give hints such as the meaning of the determiner.

Our

I'm writing to you in connection with _____ conversation last week.
Please accept _____ sincerest apologies.

Some

Could you give me _____ more details?
I am writing to ask for _____ information on....

The

I am free on _____ fifteenth, if that is convenient with you.
I am writing to apply for _____ job of assistant manager which I saw in yesterday's Guardian.
I will be free on _____ following Monday/I will be free _____ Monday after that.
I'm busy all morning but I'm free in _____ afternoon.
I've attached _____ latest figures.
In _____ meantime, if you have any questions please feel free to contact us.
It was great to meet you at _____ conference last week.
To: _____ sales team
We would like to apologise for _____ delay in your order.
Thanks for _____ invitation, but I'm flying abroad on that day.
Sorry to write to you out of _____ blue, but...
All _____ best
As you can see from _____ attached document/ CV,...

Your

_____ attendance would be very much appreciated at this event.
For _____ reference, please find the accounts attached.
Give my regards to _____ family.
I hope you and _____ family are well.
I would like to draw _____ attention to...
In reply to _____ questions, ...
Please reply at _____ earliest convenience.*
Re: _____ fax (ref no. TH 2987), ...
Thank you for _____ cooperation.*
Thanks again for all _____ help.
Thanks for _____ quick reply.
Thanks for _____ letter/ email/ fax/ phone call last week.
With reference to _____ letter of 3 June.

**These expressions are rare and have very specific meanings, so please be careful when*

using them.