



## Emailing prepositions pairwork

### Student A

Choose one of the sections below and read out the most difficult to guess sentence as it is written with the preposition missing (saying “blank”, “beep”, etc instead). Your partner can guess **just once** what the missing word is. If they are wrong, read out another example from the same section for them to guess what preposition is missing from both sentences. Continue until they guess correctly, making up more sentences with the same word missing if you run out of examples.

### About

I'm writing to you \_\_\_\_\_ our meeting the week after next  
If you want to talk more \_\_\_\_\_ this matter, please feel free to contact me  
\_\_\_\_\_ the second question you asked,...

### At

If you need any further details, please feel free to contact me \_\_\_\_\_ any time.  
Are you free to meet \_\_\_\_\_ nine o'clock?  
It was great to meet you \_\_\_\_\_ the conference last week.

### By

Can you get back to me about that \_\_\_\_\_ the end of the week?  
We'll send you the original documents \_\_\_\_\_ courier.

### For

Thanks \_\_\_\_\_ your letter/ email/ fax/ phone call last week  
Please see the attachment \_\_\_\_\_ further details.  
We would like to apologise \_\_\_\_\_ the delay in your order  
We apologise \_\_\_\_\_ any inconvenience this may cause.

### From

I look forward to hearing \_\_\_\_\_ you soon  
I am available at any time \_\_\_\_\_ ten AM to 3 PM.

### In

I'm writing to you \_\_\_\_\_ connection with our conversation last week  
See you \_\_\_\_\_ three weeks.  
\_\_\_\_\_ the meantime, if you have any questions, please feel free to contact us.  
Sorry I haven't been \_\_\_\_\_ touch.  
Thank you \_\_\_\_\_ advance.

### To

I'm writing \_\_\_\_\_ you in connection with...  
It was great \_\_\_\_\_ see you again yesterday.  
With reference \_\_\_\_\_ your letter dated 12 January 2008, ...  
I look forward \_\_\_\_\_ hearing from you soon.  
Give my regards \_\_\_\_\_ John.



### Student B

Choose one of the sections below and read out the most difficult to guess sentence as it is written with the preposition missing (saying “blank”, “beep”, etc instead). Your partner can guess **just once** what the missing word is. If they are wrong, read out another example from the same section for them to guess what preposition is missing from both sentences. Continue until they guess correctly, making up more sentences with the same word missing if you run out of examples.

### Back

I'll find out and get \_\_\_\_\_ to you as soon as I can.  
Thanks for getting \_\_\_\_\_ to me so quickly.  
Thanks for your email. Sorry I didn't write \_\_\_\_\_ more quickly, but...

### Of

Lots \_\_\_\_\_ love  
I'm writing to request a copy \_\_\_\_\_ your latest catalogue.  
Sorry to write to you out \_\_\_\_\_ the blue but...

### On

See you \_\_\_\_\_ Monday.  
Thanks for the invitation, but I'm flying abroad \_\_\_\_\_ that day.  
\_\_\_\_\_ a completely different topic, I also wanted to ask you about...

### To

(This is just) a quick/ short note \_\_\_\_\_ say...  
We regret \_\_\_\_\_ inform you that...  
If you have any further questions, please do not hesitate \_\_\_\_\_ contact me.  
\_\_\_\_\_: The sales team

### Since

Sorry it's been so long \_\_\_\_\_ I last wrote  
It seems so long \_\_\_\_\_ we last met.

### With

I'm writing to you in connection \_\_\_\_\_ order number PK 3454  
\_\_\_\_\_ reference to your letter dated 12 January 2008,...  
I look forward to doing business \_\_\_\_\_ you again soon.  
I am free on the fifteenth, if that is convenient \_\_\_\_\_ you.

### No preposition

I'm afraid I'm not free at all \_\_\_\_\_ this week.  
See you \_\_\_\_\_ next week.