



ELEMENTARY- UNIT 4- WORK SKILLS

EMAILING- SCHEDULES

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2 AGENDA:



an|i
Specialized English
We care for your success!

1. Ordering facts

2. Key words for schedules
and plans for travels

3 I. ORDERING FACTS

1. Greeting
2. I'm writing to confirm/check/discuss/analyze... (always is verb: writing + to + verb in infinitive)
3. Statements: "Your flight arrives/The bus departs/My plane arrives..." You can use present simple for routines in your trip. For these statements you can use possessive pronouns + noun of belonging + verb in present simple.
4. You can use "then" after 3 previous statements.
5. For finishing you may use: "finally, at the end of the day you have:..., The meeting finishes..."
6. We use: "we look forward to your visit/trip/stay/exam..."

PRONOUNS



SUBJECT	OBJECT	POSSESSIVE (adjectives)	POSSESSIVE	REFLEXIVE
I	ME	MY	MINE	MYSELF
YOU	YOU	YOUR	YOURS	YOURSELF
WE	US	OUR	OURS	OURSELVES
THEY	THEM	THEIR	THEIRS	THEMSELVES
HE	HIM	HIS	HIS	HIMSELF
SHE	HER	HER	HERS	HERSELF
IT	IT	ITS	ITS	ITSELF

Yesterday **I** was sending the email to **her** around 9 p.m., but **my** computer didn't work, so **I** fixed **it** by **myself**. **It** took **me** 2 hours to fix **it**, but at the end the glory was **mine** (because **I** saved money in the reparation costs and **I** could send the email to **your** boss).

5 2. KEY WORDS FOR SCHEDULES AND PLANS FOR TRAVELS

1. Present simple for routines in your travel's agenda
2. Flight **arrives at**: 9 am
3. First meeting **starts at**: 1 p.m.
4. Second meeting **starts/begins-finishes at**: 2 p.m.
5. Return flight **leaves at**: 12 p.m.

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LINKS FOR PRACTICING

- https://www.businessenglishsite.com/exercise_email1.html
- <https://learnenglish.britishcouncil.org/en/english-emails/unit-5-making-arrangements>
- <https://learnenglish.britishcouncil.org/en/english-emails/unit-6-enquiries>