research

The advantages of email are obvious – but what risks must companies consider? Search for the keywords email risk policy to find out.

Language focus

3 Find expressions in the four emails in Exercise 2 to complete the table.

	Formal	Neutral/Informal	
Greeting			
Opening			W. Li
Requests			
Closing			
Salutation	Sa Makelli	The last term of the second of the last terms and the last terms are the last terms and the last terms are t	

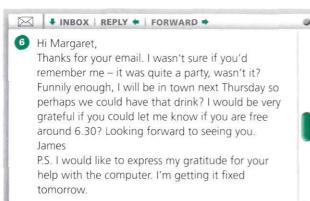
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accounts payable

ASAP crack duplicate inconsistency patch Trojan (horse) write-off

- 4 Read the next four emails the people in Exercise 2 sent and answer the questions.
- 1 Which two writers have changed style? Why?
- 2 Find and correct the two inconsistencies of style in each email.









Output

5 Work in groups of three to write and reply to business emails using appropriate styles.

Student A: page 115. Student B: page 116. Student C: page 119.