

Writing file 5

Writing short notes and messages

1 Do you ever leave handwritten notes for people? If so, when? How formal are they? If not, when do you think people would leave handwritten notes?

2 Read the three notes below.

- 1 What is the purpose of each note?
- 2 Where was each note left by the writer?
- 3 What do you think the relationship between each writer and the person they are writing to is? How do you know?

David

I know that yesterday we discussed meeting on the 8th, but I'm afraid that I can't make that date. I've just realized that I am flying to New York on the 6th and won't be back until the following week. Could we possibly move it back to the 14th? When you get back, would you mind emailing me to let me know if this would be convenient for you?

Hope you enjoyed the rest of the conference and I look forward to hearing from you.

Many thanks and best wishes

Eric Vine

Hi Simone

I've got to dash as my train is earlier than I thought. Sorry I missed you. Can you do me a favour and change the time of the meeting tomorrow? I'm seeing a client in the morning but am free in the afternoon. How does 3.00 p.m. sound? Let me know if that's OK for you and the others.

Cheers

Eric

Simone

Here are the reports from the last conference. Sorry, I forgot to send them to you last week. Have a look and let me know what your thoughts are. When you've finished with them, could you pass them all on to Sharon West, please?

Thanks

Andrew

3 Complete this note with appropriate phrases where necessary to make one formal and one informal note. Use phrases from the notes in **2** to help you.

Informal:

Jen

_____ I have to cancel our meeting this afternoon. _____ I'm supposed to be going to the FRG conference. _____ 5.00 p.m. on Tuesday instead _____? Let me know if this _____ for you.

Cheers

Jamil

Formal:

Jen

_____ I have to cancel our meeting this afternoon. _____ I'm supposed to be going to the FRG conference. _____ 5.00 p.m. on Tuesday instead? _____ let me know if this _____ for you?

Thank you

Jamil

4 Look at the following prompts and write three short notes based on the situations.

- 1 You met Robert Croft after a conference last week. He invited you for a research trip. You want to write a note to him before he leaves his hotel this morning to accept. You need to find out what dates and times would be best for him. Ask him to email you or call you.
- 2 Your colleague, Jack Russell, has invited you for lunch at a conference with Helen Marr but you can't make it. Jack is the only person you know who has Helen's email address. Write a note to leave on his desk to apologize for not going to lunch and ask for the email address you need.
- 3 You need your colleague to check some figures before you file your sales report today. You need this done by lunchtime. He / she is not at their desk so leave the relevant documents with some instructions about what you want him / her to do.

5 Work with a partner and compare the notes you wrote. Discuss how you would follow each note up / reply to each note.