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## 9 Arranging a meeting

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You are going to write two emails: the first trying to arrange a meeting; the second responding to somebody else who is trying to meet with you.

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### EMAIL 1

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**Write to a business contact to arrange a meeting.**

Prepare the situation using the questions below. The information can be real or imaginary.

- What is your company's business? What products/services do you offer?
- What is the meeting about? Why is it happening?  
*Ideas:* it could be a work dinner instead of a business meeting.
- Who are you writing to? Why do they need to be at the meeting?
- What day, time and place will you suggest? (e.g. your own office)
- Do you need to include a reference to where your office is, or how to find it?
- Do you need to include a reference to how they will get to the meeting? (e.g. pick-up)
- Do you want them to take any action before the meeting?  
*Ideas:* bring something; prepare something; tell you about possible agenda items.
- Ask for a quick reply.

Now write the email.

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### EMAIL 2

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**Exchange emails with a different partner. Write a reply to the email you receive.**

Some ideas are given below, but adapt and change them as you wish.

- Thank them for their email.
- Agree that the meeting is important.
- Say that the time is not good for you, and suggest an alternative.
- Apologize for any inconvenience caused (if appropriate).
- Say that you will call them to finalize the arrangements.
- Respond to any other points in the email you received.

Now write the email.