

UNIT 4: SOMETHING TO SAY

LESSON 3: MAKING CONTACT

Lesson aims:

- Talk about corresponding
 - Read and understand the general ideas of a message or email
 - Understand different types of messages
 - Consider levels of formality in an email or message
 - Write an email informing a guest speaker
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Lead-in

1. *How appropriate are these forms of communication for confirming a university presentation?*

	Appropriate	Inappropriate	It depends...
A phone call			
A text message			
A social media post			
An email			
A letter			

2. *Compare with your partner and explain your choices.*

Speaking

1. *Do you agree or disagree with these statements? Compare with your partner.*
 - a) You shouldn't answer every email.
 - b) Sometimes a text message is better than an email.
 - c) Formal emails are typical in professional situations.
 - d) Maybe, text messages are replacing emails.

Reading

1. *Gloria Tapia and Dr. Alicia Sánchez are in correspondence with each other. Below are five examples from that correspondence process. Which ones are emails and which are text messages?*

CORRESPONDENCE SAMPLE A Dear Gloria, Thank you for your email. I'll be on vacation the next 2 weeks, but let's talk after that. Best, Alicia	CORRESPONDENCE SAMPLE B Dear Dr. Sanchez, I hope this email finds you well. Thank you for your proposal. It generally looks good. We will continue to review it and let you know if we need any extra information or have any questions. I will write you soon about organizing a meeting. I look forward to working together with you. Best regards, Gloria
CORRESPONDENCE SAMPLE C Dear Ms. Tapia, Please find attached to this email the proposal of my presentation you requested. I hope that you will find this proposal helpful and that it meets your expectations. Of course, if you would like me to make any adjustments or changes, feel free to let me know and I would be happy to talk about this with you. Thank you for the opportunity to present at your university, and I look forward to your prompt answer. Best regards, Alicia Sánchez	CORRESPONDENCE SAMPLE D Dear Alicia, I hope your vacation went well. We really liked your presentation!! I'm sure you're very busy, but we'd like to invite you to meet with Jorge Contreras and me (Jorge is also on the presentation committee) to talk about some details. Would you be able to meet at 10.30 am on September 4? Let us know if that works for you. Regards, Gloria



2. Read the correspondence and put the samples into sequential order. Write the letter in the corresponding space.

1		2		3		4		5	
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Listening

- Listen to the final correspondence sample.
- After you listen, answer the following questions:
 - On what day and date is Alicia not available?
 - Why is she not available?

Comprehension

1. Where can you find the information?

	SAMPLE A	SAMPLE B	SAMPLE C	SAMPLE D	SAMPLE E	FINAL SAMPLE
Dr. Sánchez will be late						
Gloria Tapia thanks Dr. Sánchez in this email						
This is sequentially the first message						
This message is the most urgent						
Dr. Sánchez says she won't be available						
This message is the least formal						
This message needs an answer from Dr. Sánchez						

Working with a text

1. In the previous email correspondence, we saw some examples of informal and formal expressions. Match the informal examples on the left with the formal examples on the right.

- | | |
|-----------------------------------|--|
| 1. Hi Alicia, | a. I hope this email finds you well. |
| 2. I hope you're ok. | b. I look forward to working with you. |
| 3. I can't wait to work with you. | c. Dear Dr. Sánchez, |

2. Use the words below to fill in the numbered spaces in the email text.

talk	answer	like	regards	official
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Dear Gloria,

I hope this email finds you well [A]. I took the time to write a quick email. I would [1] to confirm my presentation engagement with you. At our last meeting, we decided I would speak at the conference. However, I would like an [2] confirmation in writing.

Could you please include the following information?

- the date and time of my talk
- the location of my [3]
- any particular logistical information
- questions about my talk that I should prepare to [4] (this is very important for the success of my talk)

This confirmation will make our agreement official. I really appreciate your time [B], and I look forward to your prompt answer [C].

Kind [5] ,
Alicia Sánchez

3. Which **highlighted** sentence has this function?

- It is a standard way to end an email.
- It is a standard way to greet someone.
- This phrase expresses respect.

Final Lesson Task

1. *Write an email to Dr. Alicia Sánchez. Confirm to her that she is the guest speaker at your university. The topic of her talk is **A Look at the Urban Development of Mexico City**. Include this information in the email:*
 - The date and time of the talk is 4 pm, Friday, September 26th
 - The location of the talk is Center Hall at the university
 - Ask her two of your questions about the logistics / organization of her talk (your questions from Lesson 2)
 - Ask her your three questions about the topic of her talk (your questions from Lesson 2). Let Dr. Sánchez know that she should be prepared to answer these questions.

Exit Ticket

Can you do these things?

My Top 5 Words from this lesson:

	I can talk about correspondence and messages.	1	
	I can read and understand general ideas of correspondence such as emails.	2	
	I can understand different types of messages.	3	
	I can consider the formality of correspondence.	4	
	I can write an email informing a guest speaker.	5	

Homework: Self-study

[90 minutes per week]

1. **Extra practice** (online): Writing an email



<https://englishpracticetest.net/writing-an-email-a2-english-writing-test/>

Transcripts

LISTENING

Hi Gloria! I'm sorry. I don't know if it was clear that I am not available Thursday, September 25th. I cannot do the presentation that day because I already confirmed a meeting with my department on that day in the afternoon. I just want to make sure you know that, ok? Bye!