Write two e-mails, on separate sheets of paper, using the situation you created in 1. The maximum length for each e-mail is 100 words.

* **e-mail 1: Write to the person you are going to meet. What do you need to tell them? Perhaps you** need to let them know what you want to discuss. Do you want them to arrange anything for you?
* **e-mail 2: Write an e-mail to all your colleagues. Tell them about your plans and ask them if they** want you to take / do / find out / bring back anything.
* Work with a partner. Exchange e-mail 1, and read each other’s situations from 1.
* Ask and answer questions about your two situations. In particular, talk about the kind of reply your partner expects.
* You will need this information in the next activity.
* Work individually.
* Imagine that you are
* Write a reply to your partner’s e-mail. The maximum length for the e-mail is 100 words.