

Make your last lines count

EEL1 · Optional homework · B1-B2 · Work on your own; key on page 2

1. Match each closing line (A-D) to its purpose (1-4).

- A. Looking forward to working with you on the project.
- B. Please let me know if you need any help.
- C. Please approve the quote by Wednesday. I'll wait for your approval before sending it.
- D. I'll contact you when I have an update.

- 1. ___ The sender promises to contact the reader later.
- 2. ___ The sender offers help.
- 3. ___ Work is on hold until the reader approves it.
- 4. ___ The sender is positive about an arranged project.

2. Correct three errors in this email ending. Use your notebook.

New message

To: Hana

Subject: Quote for approval

Hi Hana,
The draft quote is attached.
I look forward to hear from you. I'll wait your approval before sending it to the customer.
Best regard,
Luca

3. Write a complete email of 60-80 words.

You need a colleague to approve a price before you quote it to a customer.
Ask for approval by **3 pm tomorrow**. Say you will wait before sending the quote.
Include a greeting, your request, a clear closing line, a sign-off and your name.
Use invented details. Check that the reader knows exactly what to do next.

Homework answers

EEL1 · Check meaning as well as grammar

Task 1

1 **D**; 2 **B**; 3 **C**; 4 **A**.

A closing line can explain the next action, offer help or express a positive feeling.
A sign-off is the farewell before the sender's name, such as Kind regards,

Task 2: corrected ending

I look forward to **hearing** from you. I'll **wait for** your approval before sending it to the customer.
Best **regards**,
Luca

Use -ing after look forward to, for after wait when followed by a noun, and the usual plural regards. Hope to hear from you is also grammatical, but it changes more than the error. Neither phrase alone gives a deadline or asks explicitly for approval.

Task 3: one possible email

Hi Hana,

I've attached the proposed price for the customer's new order. Could you check the figures and confirm your approval by 3 pm tomorrow? The customer would like the quote tomorrow afternoon. Please let me know if anything needs changing. Thank you for checking this for me. I'll wait for your approval before sending the quote to the customer.

Kind regards,
Luca

Different details and natural wording are welcome. Check: clear approval request;
deadline; sending on hold; closing line, sign-off and name on separate lines.
Next lesson, ask a partner to explain what the reader should do next.