

Teacher notes & answers

EEL1 · Closing lines, sign-offs and a clear next action

Begin with the email, then notice the distinction

Give learners student pages 1-2; keep teacher notes separate. Ask what Marta is being asked to do. The email requests a check of the figures, but gives no deadline and does not say Priya will wait for approval before sending the report. Both task 1 questions therefore have the answer “No / not stated”. Do not assume a check means approval, or that silence gives permission. Let learners explain the ambiguity before reading the language box.

Task 2: closing line or sign-off?

1 **L**; 2 **S**; 3 **L**; 4 **S**; 5 **L**; 6 **S**. Closing line and sign-off are useful teaching labels; some guides use “closing” more broadly. A sign-off is the farewell before the name, not the request for action. The worksheet models a comma after the sign-off and the sender’s name on the next line; punctuation can vary by house style.

Task 3: suggested corrections

- 1 I look forward to **meeting** you next week. (look forward to + -ing)
- 2 Hope to **hear** from you soon. (hope to + base verb)
- 3 Kind **regards**, (usual plural form)
- 4 I’ll **wait for** your approval before sending the report. (wait for + noun)
- 5 Please **let me know** if you have any questions. (let + person + base verb)
- 6 I’ll contact you **when I have** an update. (present simple after when for this future time clause)

Task 4: possible answers and meanings

A: Hope to hear from you soon. / Kind regards,
B: Please confirm your approval by 3 pm tomorrow. I’ll wait for your approval before sending the report. / Kind regards,
C: Looking forward to meeting you next week. / Best regards,
D: Please let me know if you have any questions. / Kind regards,
Accept natural alternatives that preserve the intended purpose. For B, “reply” is not necessarily “approval”: a reply may contain questions or requested changes. “Hope to hear from you soon” alone supplies neither an approval requirement nor a deadline.

Task 5: give the listener a real check

Model one round, then let partners write and identify B or C. The listener should explain the required action, any deadline and whether sending is on hold. For the second attempt, give B: “Marta is away until next week.” The sender must propose another approver or a new deadline, not treat silence as approval. For C: “The meeting is now online, not at the office.” A possible new line is “Looking forward to speaking with you online next week.” There is no single required wording.

Adapt and finish with speaking

One-to-one: take the other role and ask what action the ending communicates. Online: show one student page at a time; use chat for revised endings. Groups of three: rotate writer, reader and checker. Support: keep the phrase bank visible. Challenge: hide it and ask learners to make their own ending. Briefly review two useful phrases, then choose questions from teacher page 2. Optional homework has fresh practice, corrections and a model email in a separate two-page PDF.

Talk about the messages we send

EEL1 · Final speaking · Choose several questions and explore the answers

Take turns asking and answering. Ask a follow-up and listen for something

you have in common. Learners may use invented examples or pass on a personal question.

- 1 What are you looking forward to at work or outside work? What makes it appealing?
- 2 Do you prefer an email, a message or a call for a quick question? When does this change?
- 3 When do you need approval before doing something? What happens if the reply is late?
- 4 How do you feel when someone does not reply? How long would you wait?
- 5 What makes an email sound friendly to you? Can it be too friendly?
- 6 Have you ever misunderstood a short message? What helped you understand it?
- 7 What meeting or event would you like to arrange? Who would you invite?
- 8 How do you politely remind someone about a deadline? What words would you use?
- 9 When is it better to ask a question than make an assumption? Give an example.
- 10 What do you usually thank people for at work or at home? How do you show it?
- 11 What would you check before sending an important document? Who could help you?
- 12 Which email ending from this lesson will be useful to you? Give a realistic example.

Finish with a fresh email ending

A colleague must approve a price before you quote it to a customer.
Agree a realistic deadline. Each learner says a closing line and a sign-off.
The listener explains who acts next, by when and what must happen first.
Then share one useful idea from your partner's answers.