STUDENT | ALEX | KEEP PRIVATE

Read and reply to Riya

WE1 | Round 1 | Do not look at Riya's fact sheet

While Riya writes, write a short reply to email A on the shared sheet. Then read Riya's email. Do not use Riya's fact sheet to fill gaps. Imagine it is Friday 9 October 2026.

1. Find what the email tells you

Tell Riya what you understood. Ask about anything that is missing.
Which meeting? Why change it?
What are the old and proposed dates and times?
Which time zone and link?
What should you do next, and by when?

One clear detail: _____

One question, or another detail you understood: _____

2. Read your diary and write a reply

Thursday 15 October 2026:
14:00-15:00 London time: team training. You cannot attend a meeting.
15:00-16:00 London time: free. You can attend online.
If the request is unclear, ask for the missing details first. Once it is clear, explain the clash and offer your available time. Do not say the change is confirmed yet.

3. Help Riya improve the first request

Choose one useful improvement. Riya rewrites the first request. Read it again: is the purpose, proposed change and reply deadline clear now? If it was already clear, suggest a small useful change, or explain why it needs none.

If you need help: Do you mean ...?
Could you confirm the date and time?
I cannot attend ... because ...
Could we meet ... instead?
Thanks, that works for me.

Read Riya's final confirmation. Tell Riya the date, time, time zone and link you understand. Check that your plans match.