

Make the next step clear

WE1 | B1-B2 | Adults and older teens | Fictional workplace messages

Priya and Sam are colleagues who know each other. Read each email. What can Sam do after reading it?

1. Read two emails

A | Subject: Presentation

Hi Sam,
Send me the presentation soon. We need it for the demo. Let me know.
Thanks,
Priya

B | Subject: Cedar demo slides needed by 14 October

Hi Sam,
We are preparing for the Cedar client demonstration on Thursday 15 October 2026 at 10:00 London time. Could you send me the final approved slide deck by Wednesday 14 October at 16:00 London time?
Please reply by Monday 12 October at 12:00 London time to confirm whether you can meet that deadline. If you cannot, please tell me when you could send it.
Thanks for your help,
Priya

2. Find the details

For each email, tell your partner:

1. Which file does Priya need, and why?
2. When does Sam need to send the file?
3. What should Sam say in his reply? When should he reply?

Which details are missing from A? Write a short reply asking for them.

3. Choose words you can use

Make a request: Could you send me ... by ...?

Ask for a reply: Please let me know by ... whether ...

Offer another time: I cannot ... Could we ... instead?

Check the plan: Just to confirm, we will ...

Underline useful words in B. Which facts would change in your own email? Does a longer or more formal email always make the next step clearer?