

**Email and telephoning determiners pairwork practice****Student A**

Work with of each worksheet per group. Without showing your worksheet, choose one section and read out examples with the determiner missing until your partner guesses which word should be in all those gaps. You get a point for each wrong guess.

**The**

I'm writing to you about our meeting \_\_\_\_\_ week after next.

Please leave a message after \_\_\_\_\_ tone.

Is \_\_\_\_\_ meeting going ahead as planned?

He isn't in \_\_\_\_\_ office at the moment.

Sorry to phone you at \_\_\_\_\_ end of the day.

It was great nice to meet you at \_\_\_\_\_ conference last week.

Can you get back to me by the end of \_\_\_\_\_ week?

Please see \_\_\_\_\_ attachment for further details.

Thanks for \_\_\_\_\_ invitation, but I'm flying abroad on that day.

Sorry to write to you out of \_\_\_\_\_ blue but...

Since I've got you on \_\_\_\_\_ phone, can I ask you about one other thing?

I'm putting you through to \_\_\_\_\_ person you need to speak to now.

All \_\_\_\_\_ best

We would like to apologise for \_\_\_\_\_ delay in your order.

**Any**

If you need \_\_\_\_\_ further information about this matter, please feel free to contact me.

If you need \_\_\_\_\_ further details, please feel free to contact me at \_\_\_\_\_ time.

We apologise for \_\_\_\_\_ inconvenience this may cause.

**My**

I need to speak to someone about \_\_\_\_\_ mobile phone bill.

He can reach me on \_\_\_\_\_ mobile.

I'll be here until five. After that he'll need to call me on \_\_\_\_\_ mobile.

Give \_\_\_\_\_ regards to John

Send \_\_\_\_\_ love to Steve

It will be \_\_\_\_\_ pleasure to attend.

**A**

Please leave \_\_\_\_\_ message after the tone.

Okay. I've found \_\_\_\_\_ pen now. Please go ahead.

He's away on \_\_\_\_\_ business trip.

Could you slow down \_\_\_\_\_ little, please?

He's in \_\_\_\_\_ meeting.

Sorry I haven't been in touch for \_\_\_\_\_ while.

- (= no article/ zero article)

Could you confirm that in \_\_\_\_\_ writing by Friday?

Thank you in \_\_\_\_\_ advance.

I am interested in the course you advertised in the Economist \_\_\_\_\_ last month.

Well, I must get back to \_\_\_\_\_ work.

How are \_\_\_\_\_ things?

**Student B**

Work with of each worksheet per group. Without showing your worksheet, choose one section and read out examples with the determiner missing until your partner guesses which word should be in all those gaps. You get a point for each wrong guess.

**The**

Hi Jane. I'm just calling to confirm \_\_\_\_\_ arrangements for your trip.

It's Alex here from \_\_\_\_\_ HR department.

I am writing to apply for \_\_\_\_\_ job of deputy assistant manager, which I saw...

Can I speak to someone in \_\_\_\_\_ marketing department, please?

I'm busy all morning but I'm free in \_\_\_\_\_ afternoon.

In \_\_\_\_\_ meantime, if you have any questions, please feel free to contact us.

Can you put me through to \_\_\_\_\_ head of marketing, please?

I am free on \_\_\_\_\_ fifteenth, if that is convenient with you.

He's not available at \_\_\_\_\_ moment.

I've attached \_\_\_\_\_ latest figures.

**A**

I'm writing to request \_\_\_\_\_ copy of your latest catalogue.

Hold on, I'll just get \_\_\_\_\_ pen and paper.

This is just \_\_\_\_\_ quick note to say...

Would you like to leave \_\_\_\_\_ message?

Can you speak up please? It's \_\_\_\_\_ bit noisy here.

Hold on \_\_\_\_\_ second while I get a pen.

Sorry, it's \_\_\_\_\_ bad line.

**His**

He's away from \_\_\_\_\_ desk.

I'm afraid he's on \_\_\_\_\_ lunch break.

Christopher Jones asked me to pass \_\_\_\_\_ best wishes onto you.

**Your**

Sorry to phone you during \_\_\_\_\_ lunch break.

Thanks for \_\_\_\_\_ email last week.

Thanks again for all \_\_\_\_\_ help.

With reference to \_\_\_\_\_ letter of 3 June,...

Give my regards to \_\_\_\_\_ family.

\_\_\_\_\_ attendance would be very much appreciated.

Please reply at \_\_\_\_\_ earliest convenience.

For \_\_\_\_\_ reference, please find the accounts attached.

**Our**

\_\_\_\_\_ business hours are from nine till five.

I'm writing to you in connection with \_\_\_\_\_ conversation last week

**Some**

While I've got you on the phone, can I ask you for \_\_\_\_\_ more information?

Could you give me \_\_\_\_\_ more details?