

Emailing prepositions and determiners pairwork

Choose one section below and read out phrases with the same word in bold missing (“Could you possibly tell me BEEP dot dot dot?” etc) until your partner guesses what the missing word is. They **can only guess once per example**, so say another example if they guess wrongly. When they guess correctly, read out the ones they got wrong to help them remember them, then switch roles and guess the one missing word from your partner’s phrases. Take turns doing the same thing until your teacher tells you to stop. You can start with any section and any examples you like. If you don’t use all of the examples in one section, you can go back later and use the remaining examples. **If you run out of examples, make up more example sentences and/ or give hints such as the first letter or meaning of the missing word.**

Useful phrases for doing the task

“Sorry, could you say the sentence again?”

“I have no idea. Can you give me another example?”

“No, that’s not what is written here. I’ll give you another example.”

“Sorry, you can only guess once per example. I’ll say another sentence.”

“That’s correct.”

“Can you read them all again so I can hear the correct sentences?”

Swap worksheets and do the same, but make sure you start with the most difficult sections and examples this time (because your partner has already seen that worksheet).

Ask about any phrases you don’t understand, words in bold that you think could be different, etc.

Do the grammar presentation below, first of all with no help.

Look at the example sentences to help with the grammar presentation and to start checking your answers.

Do the brainstorming task on the last page below.

Use the completed descriptions of the grammar to help and to start checking your answers.

Look at the first worksheets for ideas, brainstorm more, then compare your extra phrases as a class or with a list of phrases.

Student A

About

- Could you possibly tell me something **about** the next sales conference?
- How **about** coming for a drink with us on Tuesday?
- I'd like to enquire **about** your new range of products.
- I'm sorry **about** that.
- You also asked me **about**...
- I'm writing to you **about** our meeting next week.

Any

- **Any** feedback you can give me on this would be gratefully accepted.
- If you have **any** more questions, please let me know.
- Please do not hesitate to contact me if I can be of **any** further assistance.
- Once again, please accept our sincerest apologies for **any** inconvenience caused.

As

- **As** promised, I'm sending you a copy of...
- **As** we discussed, here are my proposals for...
- That's no problem. I'll finish it as soon **as** I can.

From

- Are you free **from** two to three?
- I'm looking forward to hearing **from** you soon.
- Looking forward to hearing **from** you.
- Say "Hi" to John **from** me.

On

- Are you free to meet **on** Monday 25th?
- I'm visiting one of your colleagues **on** Wednesday 25th March.
- Unfortunately, I have a conference overseas **on** that day.
- See you **on** the 12th.

The

- All **the** best
- Are you available **the** week after next?
- Here's **the** information that you asked for.
- I'm afraid that's **the** best I can do.
- I'm afraid this really needs to be finished by **the** end of the week
- I'm writing to you about **the** meeting next week.
- Please see **the** attached XL document for more details.
- Please find **the** document attached.
- Please see **the** information below.
- Thank you for making **the** time to see me yesterday.
- This is due to **the** fact that...

To

- I hope we have the chance **to** meet again soon.
- I regret **to** inform you that...
- I was wondering if you would be able **to** help us with...
- I'd love **to** come, but...
- I'll get back **to** you by Tuesday.
- I'm looking forward **to** seeing you then.
- I'm sorry **to** tell you that...
- Thank you for taking the time **to** meet with me yesterday.
- We are pleased **to** inform you that...

With

- I hope that is acceptable **with** you.
- I'll complete it next week, if that is okay **with** you.
- I'm available the day after tomorrow, if that is convenient **with** you.
- Unfortunately, I was not completely satisfied **with** your hotel's...
- Why don't you come **with** us?

Your

- I just got **your** request for...
- I'm looking forward to receiving **your** comments.
- I hope you and **your** family are well.
- **Your** attendance would be very much appreciated at this event.
- I'm sorry that it's taken me so long to reply to **your** email.
- Thank you for **your** patience.
- Thanks for **your** email.

- (= nothing, no preposition or determiner)

- About the meeting – next week,...
- I'm afraid I'm attending a conference – overseas on that day.
- How are – things?
- Regarding the meeting – tomorrow afternoon,...

Swap worksheets and do the same, but making sure you start with the most difficult sections and examples (because your partner has already seen that worksheet).



Student B

A

- If anything about that isn't clear, please drop me **a** line.
- If you could get this finished by Friday, that would be **a** great help.
- It was **a** pleasure to meet you yesterday.
- Just **a** quick note to say...
- Just **a** few words about...

Any

- **Any** assistance you could give me with this matter would be greatly appreciated.
- I would be very glad to fit you **any** time after that.
- If you need any further details, please feel free to contact me at **any** time.
- If you need **any** further information about this matter, please feel free to contact me.

At

- Any help **at** all would be much appreciated.
- I'm afraid that is not really possible **at** this time.
- If you have any further questions, please do not hesitate to contact me **at** any time.
- If you look **at** page three of the document attached, you will see that...
- That would have been great, but **at** that time I'm meeting...
- Unfortunately, I will be flying abroad **at** just that time.

For

- I'd like to ask **for** some information about...
- Monday is best **for** me.
- That is perfect **for** me. I look forward to seeing you then.
- Would it be possible **for** you to...?
- Would you like to go out **for** dinner on Wednesday?

In

- I don't have time to reply **in** detail at the moment, but...
- I have to go to a meeting **in** a minute but I thought I'd better let you know...
- I would be very grateful if you could take action **in** the next few days.
- I'm writing to you **in** connection with the meeting next week.
- I'm writing to you **in** order to check your progress on...
- Sorry for the delay **in** arranging this.
- Thank you **in** advance.
- The person **in** charge of this will email you soon.
- We are expecting a decision **in** the next few days.

My

- Please give **my** regards to John.
- I'll ask one of **my** colleagues to contact you.
- Pass **my** best wishes onto John.
- Give **my** love to John.
- Sorry for **my** late reply.

To

- Can you forward this **to** Mr Jones?
- Do you have time **to** meet on Monday 25th?
- I'm delighted **to** inform you that...
- Looking forward **to** hearing from you.
- If you need any further information, please do not hesitate **to** contact me.
- Sorry it's taken me so long **to** reply to your email.
- Thank you for writing back **to** me so quickly.
- **To:** All staff:
- The amount that you sent does not seem **to** be correct.

Your

- Thank you for **your** quick reply.
- Thank you for **your** understanding.
- In reply to **your** questions,...
- Thank you very much for **your** email of 7 March.
- I'm looking forward to **your** reply.
- Once again, thanks for all **your** help with this matter.

- (= nothing, no preposition or determiner)

- I'm writing to you about our meeting the week after – next.
- Can you meet – this week?
- I have arranged to visit – your colleagues on Wed 25th March.
- It was great to meet you – yesterday.
- Please let me know what time most suits – you.

Swap worksheets and do the same, but making sure you start with the most difficult sections and examples (because your partner has already seen that worksheet).

Determiners and prepositions grammar presentation

First of all without looking above, try to think of prepositions or determiners which match the definitions given below. Some prepositions or determiners can go in more than one place. Some could also be – (= no preposition and no determiner).

Determiners (= articles, etc)

One (of many) = “_____ thing”

The reader knows which one you are talking about = “_____ thing”

There is only one (in the world, etc) = “_____ thing”

“_____ thing at all (is okay)”

Prepositions

Prepositions of time

The opposite of “ago” = “_____” + time

“_____” + a day/ a date

“_____” + a point in time

“_____ + this/ next/ last” + time

“_____ + today/ tomorrow/ yesterday”

Prepositions of position

“_____” + a point in space

Other prepositions

“_____” + the topic

“_____” + the purpose/ reason

“_____” = the opposite of “to”

“As” + adjective + “_____”

Together = “_____”

Look at the previous worksheets to check and finish the task above.

Check as a class or with the answer key below.

Determiners (= articles etc)

One (of many) = “ _____ a _____ thing”

The reader knows which one you are talking about = “ _____ the _____ thing”

There is only one (in the world etc) = “ _____ the _____ thing”

“ _____ any _____ thing at all (is okay)”

Prepositions**Prepositions of time**

The opposite of “ago” = “ _____ in _____ ” + time

“ _____ on _____ ” + a day/ a date

“ _____ at _____ ” + a point in time

“ _____ – _____ + this/ next/ last” + time

“ _____ – _____ + today/ tomorrow/ yesterday”

Prepositions of position

“ _____ at _____ ” + a point in space

Other prepositions

“ _____ about/ on _____ ” + the topic

“ _____ to/ for _____ ” + the purpose/ reason

“ _____ from _____ ” = the opposite of “to”

“As” + adjective + “ _____ as _____ ”

Together = “ _____ with _____ ”

Without looking above for now, try to remember or think of at least three phrases with each of the functions below. Phrases which aren't above are also OK.

Opening greeting

Opening lines

Closing lines

Closing greetings

Body

Mentioning information elsewhere (attachments, text pasted in, links, websites, etc)

Requests/ Enquiries/ Asking for information

Responding to requests/ Responding to enquiries/ Giving information

Making complaints

Invitations/ Making arrangements

Apologising/ Dealing with complaints/ Giving bad news

Look above, brainstorm more, then compare your extra ideas as a class or with a list of phrases.