

Task 2 10 points

Complete the following email with the correct form of the verb in brackets. The first one has been done for you.

To: Phil
Cc:
Subject:
<p>Phil, just to catch up on a few details before our meeting with the financial manager on Monday. I expect (0) <u>to have</u> (have) the final spreadsheet ready for the costings by then – I (1) _____ (work) on them for the entire week, so I hope I (2) _____ anything _____ (miss out)!</p> <p>(3) _____ you _____ (hear) from the designer yet? He was due to come in today, but his flight (4) _____ (cancel), so he (5) _____ (catch) the next direct flight and (6) _____ (arrive) at Heathrow tomorrow morning. However, he said he (7) _____ (be going to) email you a draft of the design when it was finished. He said it would take him a couple of hours, but you (8) _____ (should receive) it by now, so check your in-box!</p> <p>By the time he gets back, all the rest of the design package (9) _____ (complete), so it will just be a question of delivering the final article! I hope we can secure this loan – we (10) _____ (work) together on this for 18 months by the end of July, and if we don't get the money, it will all have been for nothing, so keep your fingers crossed! See you on Monday at 8am sharp!</p> <p>Julia</p>

Part 2 Writing

Task 1 15 points

Write an email based on the following brief. Write about 100 words.

A friend of yours has had an idea to make and sell hand-made wooden children's toys. He lives near a waste disposal tip and so has access to discarded wood, and he has just completed a course in wood-carving at his local college. He has asked you to invest in his idea, so he can buy some tools.

While you quite like the idea in principle, you have no money available to help him. Politely decline the offer, but sound enthusiastic, and suggest other options for business funding.

To:
Cc:
Subject: