



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

Choose one of the determiners below and read out examples, starting with the most difficult, until your partner guesses which one (a/ the/ some/ any/ my/ your/ his/ our/ -) should be in the gaps. You get one point for each one they get wrong

**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  
I am available for interview 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  
With all \_\_\_\_\_ love  
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

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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  
This is Mel in \_\_\_\_\_ reception  
Well, I must get back to \_\_\_\_\_ work  
How are \_\_\_\_\_ things?



**Email and telephoning determiners pairwork practice - Student B**

Choose one of the determiners below and read out examples, starting with the most difficult, until your partner guesses which one (a/ the/ some/ any/ my/ your/ his/ our/ -) should be in the gaps. You get one point for each one they get wrong

**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 in yesterday's Guardian  
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 keep on getting an engaged tone. I think he left it off \_\_\_\_\_ hook  
I am free on \_\_\_\_\_ fifteenth, if that is convenient with you  
He's not available at \_\_\_\_\_ moment  
\_\_\_\_\_ office is open from nine to five  
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/ short 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  
Would you like to speak to \_\_\_\_\_ secretary instead?  
Chris Jones asked me to pass \_\_\_\_\_ best wishes onto you

**Your**

Sorry to phone you during \_\_\_\_\_ lunch break  
Thanks for \_\_\_\_\_ letter/ email/ fax/ phone call 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?