



Emailing prepositions pairwork Student A

Choose one of the sections below and read out the most difficult to guess question as it is written with the preposition missing. Your partner can guess **just once** what the missing word is. If they are wrong, read out another example from the same section for them to guess what preposition is missing from both sentences. Continue until you run out of examples or they guess correctly.

About

I'm writing to you _____ our meeting the week after next
If you need any further information _____ this matter, please feel free to contact me
I'm writing _____ the meeting next week

As

Please get back to me _____ soon as you can

At

If you need any further details, please feel free to contact me _____ any time
Are you free to meet _____ nine o'clock?
It was great to meet you _____ the conference last week.

Back

Please get _____ to me as soon as you can*
Thanks for getting _____ to me so quickly.

By

Can you get back to me about that _____ the end of the week?
We'll send you the original documents _____ courier.

For

Thanks _____ your letter/ email/ fax/ phone call last week
Please see the attachment _____ further details
Thank you _____ your cooperation*
We would like to apologise _____ the delay in your order
We apologise _____ any inconvenience this may cause

From

I look forward to hearing _____ you soon

In

I'm writing to you _____ connection with our conversation last week
See you _____ three weeks
_____ the meantime, if you have any questions please feel free to contact us
Sorry I haven't been _____ touch.
Thank you _____ advance



Emailing prepositions pairwork Student B

Choose one of the sections below and read out the most difficult to guess question as it is written with the preposition missing. Your partner can guess **just once** what the missing word is. If they are wrong, read out another example from the same section for them to guess what preposition is missing from both sentences. Continue until you run out of examples or they guess correctly.

Of

Lots _____ love

I'm writing to request a copy _____ your latest catalogue

On

See you _____ Monday

Thanks for the invitation, but I'm flying abroad _____ that day

Out

Sorry to write to you _____ of the blue but...

To

I would like _____ introduce myself

(This is just) a quick/ short note _____ say...

We regret _____ inform you that...

If you have any further questions, please do not hesitate _____ contact me
_____ whom it may concern*

_____ : The sales team

I'm writing _____ you in connection with...

It was great _____ see you again yesterday

With reference _____ your letter dated 12 January 2008,...

I look forward _____ hearing from you soon

Give my regards _____ John

Since

Sorry it's been so long _____ I last wrote

It seems so long _____ we last met

With

I'm writing to you in connection _____ order number PK 3454

_____ reference to your letter dated 12 January 2008,...

I look forward to doing business _____ you again soon.

I am free on the fifteenth, if that is convenient _____ you

No preposition

I'm afraid I'm not free at all _____ this week

See you _____ next week