

10 Planungen per E-Mail

Es gibt verschiedene Formulierungen, um sich mit Kollegen per E-Mail über Pläne auszutauschen. Stellen Sie sicher, dass auch informelle Nachrichten höflich sind.

- Neue Regeln** E-Mail-Sprache
- Wortschatz** Treffen und Workshops
- Lernziel** Pläne abgleichen

10.1 VERBINDEN SIE DIE SATZANFÄNGE MIT DEN PASSENDEN SATZENDEN

- | | |
|------------------------------|------------------------------------------|
| 1 I just wanted to check | don't hesitate to get in touch. |
| 2 I hope all's well | for next week's conference attached. |
| 3 Would you be free | that you're coming to the meeting today. |
| 4 Please give me a call | with you and the team in Tokyo. |
| 5 Please see the schedule | on Thursday July 7 at 4pm? |
| 6 If you have any questions, | if you can't make it. |



10.2 ERGÄNZEN SIE DIE SÄTZE MIT DEN WÖRTERN AUS DEM KASTEN

- I just wanted to check that you're attending this week's meeting.
- I was _____ if you could help me prepare my presentation.
 - Would you be free to _____ on Thursday evening?
 - I'm _____ Sanjay and Anita in on this email.
 - I _____ all's well with you and the team in Delhi.
 - Please see the minutes of yesterday's meeting _____.
 - If you have any _____, please let me know.
 - How _____ joining us at the pizza place later this evening?

- about
- hope
- meet
- questions
- ~~check~~
- copying
- wondering
- attached



10.3 SCHREIBEN SIE DIE SÄTZE FEHLERFREI

I hope all well with you and the team.
I hope all's well with you and the team.

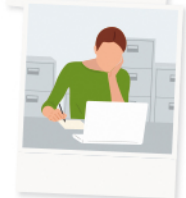
- I just wanted check that you're coming to the presentation.

- Would you free next Wednesday morning at 11:30?

- Please find a copy of the report attach.

- If you any questions, please let me know.

- I'm copy Ricardo in on this.



10.4 LESEN SIE UND MARKIEREN SIE DIE RICHTIGE ZUSAMMENFASSUNG

- Jerome wants to meet to tomorrow to discuss the new software package. He has asked Claude to send him the timetable.
- Jerome is inviting Françoise and Claude to come to software training in Room 3.
- Jerome is emailing to check that Claude is coming to the IT meeting. Françoise has sent the agenda and a memo.
- Jerome is inviting Françoise to a meeting with the IT team. He has sent Françoise and Claude a copy of the agenda.

