Workplace messages — short practice

Name: _____ Date: _____

Your task

Read the workplace message and decide what to do next. Use the information provided; do not guess missing details.



Workplace message

Hello team. Our meeting is on Tuesday at 10 am in the training room. Please bring your notebook and a list of tasks you want to discuss. If you cannot attend, reply before Monday afternoon. Thank you.

Check your understanding

1. When does the meeting start?

2. What two things should you bring?

3. Who should reply before Monday afternoon?

Write a reply

Write two sentences confirming that you can attend and naming what you will bring.