

RAYMOND CHARLES

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From: "Raymond Charles"  
To: "Bonnie Strachan" <strachanb@billings.com>  
Date: September 21, 01:35 PM  
Subject: RE: meeting arrangements

Hi Bonnie

Hope you're doing well. Could you pls let me know whether next Thurs Sept 28 is OK for a dept mtg.

Possible start times are 10 or 10:30. Mtg should last abt 1 1/2 hours so I don't want to start too late in the AM.

Pls get back to me before 5 today so I can send around a memo.

Thks,

Ray

## ACTIVITY

### Email Message

**Instructions:** Read the email message and answer the questions below.

1. Who wrote the email message?

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2. What is the purpose of the email message?

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3. If Bonnie received the email immediately, how long does she have to respond?

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4. What two pieces of information should Bonnie include in her response?

a) \_\_\_\_\_

b) \_\_\_\_\_

5. On a separate piece of paper, write a response to the email message.

6. What will Raymond do once he receives the response?

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**Vocabulary:** Email messages often use standard and non-standard abbreviations to shorten text. Write the full word beside the abbreviation.

- Re: \_\_\_\_\_
- Pls \_\_\_\_\_
- Mtg \_\_\_\_\_
- Thks \_\_\_\_\_
- Thurs \_\_\_\_\_