

Name _____



Reply Ready

Directions: Read each email carefully. Think about the main point of the sender's message and what kind of reply would be most appropriate. Write a short, clear reply to each email. Make sure your reply uses the right tone (formal, friendly, or casual) depending on the situation.

Email 1:

Hello Ms. Ramirez,

Your appointment for a dental cleaning has been scheduled for Monday, November 21, at 10:00 a.m. at Bright Smiles Dental Clinic, 45 Oakwood Drive. Please arrive 10 minutes early to complete your check-in. If you need to reschedule, kindly call our office at least 24 hours in advance. We look forward to seeing you soon.

Warm regards,

Bright Smiles Dental Team

Email 2:

Hi Chris,

Just reminding you that your part of the group presentation (the introduction and opening slides) is due to us by Thursday afternoon. We need everything compiled so we can practice together Friday after school. Let us know if you need help finishing—it's important we're ready for Monday's class. Thanks for making sure it's sent on time.

Best,

Emma and Ravi