SCHEDA DI ESERCIZI

Email in inglese

Storytime Premium

Nome e cognome: Data:

Esercizio 1: Completa l'email

Completa con: writing, attached, grateful, forward, regards.

1. I'm _____ to confirm my booking for 12 June.
2. Please find _____ a copy of the invoice.
3. I'd be _____ if you could reply by Friday.
4. I look _____ to hearing from you.
5. Kind _____, Laura Bianchi

Esercizio 2: Formale o informale?

Scrivi F (formale) o I (informale).

1. Dear Sir or Madam,

2. Cheers,

3. I apologise for any inconvenience.

4. Just a quick email to say thanks!

5. Yours faithfully,

Esercizio 3: Rendila più formale

Riscrivi la frase in stile formale.

1. Here's the report.

2. Sorry for the late reply.

3. Can you send me the price list?

4. Let me know!

5. Hi Mr Brown,

Esercizio 4: Traduci

Traduci in inglese.

1. Le scrivo in merito al suo ordine.

2. In allegato trova il contratto.

3. La ringrazio per la sua email.

4. Resto a disposizione per qualsiasi domanda.

5. Mi scuso per il ritardo.

Esercizio 5: Correggi l'errore

In ogni frase c'è un errore. Correggilo.

1. I write you for ask some information.

2. In attach you can find my CV.

3. I look forward to meet you.

4. Dear Mrs Laura,

5. Distinct greetings, Paolo Neri

SCHEDA DI ESERCIZI · SOLUZIONI

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Esercizio 1: Completa l'email

1. writing
2. attached
3. grateful
4. forward
5. regards

Esercizio 2: Formale o informale?

1. F
2. I
3. F
4. I
5. F

Esercizio 3: Rendila più formale

1. Please find attached the report.
2. I apologise for the delay in replying.
3. I would be grateful if you could send me the price list.
4. I look forward to hearing from you.
5. Dear Mr Brown,

Esercizio 4: Traduci

1. I'm writing with regard to your order.
2. Please find attached the contract.
3. Thank you for your email.
4. Please let me know if you have any questions.
5. I apologise for the delay.

Esercizio 5: Correggi l'errore

1. I'm writing to ask for some information.
2. Please find attached my CV. / I've attached my CV.
3. I look forward to meeting you.
4. Dear Ms Rossi, / Dear Laura,
5. Kind regards, Paolo Neri

Spiegazione e altri esempi: www.storytimepremium.com/it/blog/email-in-inglese

Storytime Premium

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Questa scheda è gratuita per uso personale e in classe.