

1. You have been invited to a product launch ceremony by one of your company's partners. You are not available (give the reason), but your assistant, Ms Sarah Pierce, is. Ask if she can come. Ask for a detail/confirmation of a detail.
2. You are writing to your company's client, to tell them about the confirmation of a meeting soon to be held between them and your boss. Give the details. Say you have more if needed. Offer help/contact if needed.