

Matching Exercise: Phrases and Their Contexts

Instructions: Match each phrase on the left with the appropriate context on the right. Write the letter of the corresponding context next to each phrase.

Phrases:

1. Let's get started _____
2. Attached, please find _____
3. To summarise _____
4. Good morning, everyone _____
5. Please let me know if you have any questions _____
6. Today, I will be discussing _____
7. As per our conversation _____
8. Our next step is _____
9. Best regards _____
10. I'd like to call this meeting to order _____
11. Could you please confirm _____
12. I'm writing to inform you _____
13. In conclusion _____
14. For further clarification _____
15. Thank you for your attention _____

Contexts:

- a. Meeting
- b. Email
- c. Presentation

Answer Key:

1. Let's get started - a. Meeting
2. Attached please find - b. Email
3. To summarize - c. Presentation
4. Good morning, everyone - c. Presentation
5. Please let me know if you have any questions - b. Email
6. Today, I will be discussing - c. Presentation
7. As per our conversation - b. Email
8. Our next step is - a. Meeting
9. Best regards - b. Email
10. I'd like to call this meeting to order - a. Meeting
11. Could you please confirm - b. Email
12. I'm writing to inform you - b. Email
13. In conclusion - c. Presentation
14. For further clarification - b. Email
15. Thank you for your attention - c. Presentation