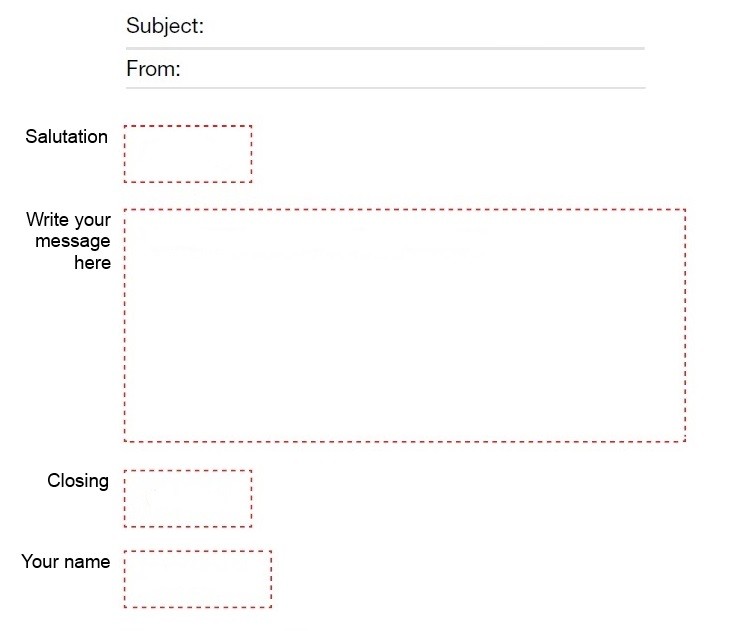
Important! Download and save this fillable PDF on to your computer, and then complete the task using the PDF that you saved on your computer.

**Writing Practice**

Write an email message to Paul. In the message, do the following:

 Tell Paul that you have to cancel a lunch appointment with him. You have an urgent meeting with Sima. Remember to write an appropriate subject for your email.



**In the Workplace**

An Intermediate Integrated Skills Textbook



Chapter 3  Bow Valley College