

# Chapter 3

## Writing Practice

### Task

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.

Refer to the rubric in the writing section of your textbook so that you are aware of the expectations for the task.

Write your message here

Subject: \_\_\_\_\_

\_\_\_\_\_ (Salutation)

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