+49 511 4739339
james@englisch-lehrer.com · www.englisch-lehrer.com

A2 BUSINESS WRITING ≈ 27 MIN

Out-of-Office Messages — *practice on paper*

You have built the lesson — now lock the four parts in, brick by brick. New examples, same structure.

> Always **four parts** in a fixed order: absence + dates → return → urgent contact → sign-off — and in a full sentence it is "out of **the** office"

NAME _____ DATE _____

YOUR BUILD 1 · SORTING ○ 2 · FILL-IN ○ 3 · CORRECT ○ 4 · WRITE ○

BRICK 1 · SORT: IN OR OUT? · APPROX. 4 MIN ●○○

Read each chunk. It belongs in a professional out-of-office message → **left column**. The lesson says leave it out → **right column**.

`out of the office until Tuesday` `I am reachable again from Monday`
`back in the office on 12 August` `07.11.2026` `for urgent matters, please contact Maria`
`my hotel is near the beach` `limited access to email` `I will reply immediately`
`will answer on my return` `I am in hospital this week` `Kind regards`
`many apologies for the inconvenience`

BELONGS IN THE MESSAGE	LEAVE IT OUT

BRICK 2 · COMPLETE THE CHUNKS · APPROX. 6 MIN ●●○

Fill in exactly **one word** per gap. Every gap belongs to one of the lesson's fixed chunks — say the phrase quietly before you write.

01 Thanks for your email. I am out of _____ office until Wednesday.
02 I am out of the office _____ 14 August, so write to me again next week.
03 I will be back _____ Tuesday, 18 August, and will answer your message then.
04 For _____ matters, please contact my colleague Jonas.
05 I have limited access _____ email during my trip.
06 _____ my return, I will answer every message.
07 I am _____ of the office until Thursday, 20 August.
08 For urgent matters, please _____ our support team.

YOUR BUILD · 1 · SORTING · 2 · FILL-IN · 3 · CORRECT · 4 · WRITE

BRICK 3 · FIND AND CORRECT THE MISTAKE · APPROX. 7 MIN

Each sentence hides exactly **one mistake** — one of the traps from the lesson. Underline it and write the whole sentence correctly.

01 I am out of office until Wednesday, 22 July.

02 I am out of the office since Monday, 20 July.

03 I am reachable again from 27 July.

04 I will be back in the office on 04.09.2026.

05 For urgent matters, please contact with my colleague.

06 I will answer every message at my return.

BRICK 4 · WRITE YOUR OWN MESSAGE · APPROX. 8 MIN

Write your own answer to each prompt. Use the fixed chunks and always write the month **as a word**.

01 Your opener: "Thanks for your email. I am out of the office until …" — with the weekday and date.

02 Your return: "I will be back in the office on …" — the month as a word.

03 Your contact: "For urgent matters, please contact …" — with a name and an email address.

04 Your full message: "Thanks for your email. … Kind regards, …" — all four parts in one note.

MINI-CHECK – CAN I DO THIS YET?

- ☐ I build every out-of-office message from four parts: absence with dates, return, contact person, sign-off.
- ☐ In a full sentence I always say "out of the office" — with "the".
- ☐ I write the month as a word: "5 August 2026", never "05.08.2026".
- ☐ I state my return date explicitly, because "until" leaves the named day open.

Not every box ticked? Build the lesson once more and try this sheet again tomorrow.

Answer key

Check only when you have finished. Every answer comes with the **why** — the rule matters more than the result.

BRICK 1 · SORTING

01 **out of the office** until Tuesday
Fixed chunk for part 1: the absence with its end date.

02 I am **reachable** again from Monday
A word-for-word translation — English names the return: "I will be back…".

03 **back in the office on** 12 August
Chunk for part 2: the explicit return date.

04 **07.11.2026**
All-numeric dates are ambiguous — write the month as a word.

05 **for urgent matters**, please contact Maria
Chunk for part 3: the contact for urgent matters.

06 my **hotel** is near the beach
Travel plans and private details do not belong in the message.

07 **limited access** to email
The honest middle ground: you check email only occasionally.

08 I will reply **immediately**
A promise you cannot keep after a holiday.

09 will answer **on my return**
Politely postpones the reply until the return.

10 I am in **hospital** this week
Medical details have no place in an automatic reply.

11 **Kind regards**
Part 4: the polite sign-off before your name.

12 many **apologies** for the inconvenience
Skip long apologies — four short parts are enough.

BRICK 2 · FILL-IN

01 out of **the** office
A full sentence always takes "the" — only the label goes without.

02 out of the office **until** 14 August
"Until" marks the end point of the absence.

03 back **on** Tuesday, 18 August
The return date takes "on" + weekday and date.

04 For **urgent** matters
Fixed chunk: "For urgent matters, please contact…".

05 limited access **to** email
Fixed preposition: "access to".

06 **On** my return
Fixed chunk: "on my return", not "at".

07 I am **out** of the office
The core phrase of every message: "out of the office".

08 please **contact** our support team
The polite request: "please contact" + a person or team.

BRICK 3 · CORRECT

01 I am out of **the** office until Wednesday, 22 July.
In a full sentence the phrase needs its article: "out of the office".

02 I am out of the office **until** Monday, 20 July.
The end point of the absence is "until" — "since" does not fit here.

03 I **will be back in the office on** 27 July.
"Reachable" sounds like a word-for-word translation — English names the return.

04 I will be back in the office on **4 September 2026**.
Only the month as a word is unambiguous — never write all-numeric dates.

05 For urgent matters, please **contact** my colleague.
"Contact" needs no "with" — the person follows directly.

06 I will answer every message **on** my return.
Fixed chunk: "on my return", not "at my return".

BRICK 4 · WRITE

Your dates and names may differ — just check that all four parts are there, the "the" is in place and the month is written as a word.

01 "Thanks for your email. I am **out of the office until** Friday, 24 July."
Part 1: thanks + absence with an end date — always with "the" in a sentence.

02 "I will be **back in the office on** Monday, 27 July."
Part 2: the explicit return date — "until" alone is ambiguous.

03 "For **urgent matters**, please contact Maria Sommer at maria.sommer@example.com."
Part 3: the contact person's name plus email address.

04 "Thanks for your email. I am **out of the office until** Friday, 24 July. I will be **back in the office on** Monday, 27 July. For **urgent matters**, please contact Maria Sommer. **Kind regards**, Jonas"
All four parts in their fixed order; the month is written as a word.

NEXT BRICKS — KEEP BUILDING FREE ONLINE

PAIR WITH THIS
Email Openings and Closings
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HANOVER
Schaufelder Straße 11 · 30167
englisch-lehrer.com/hannover

BERLIN
Kurfürstendamm 30 · 10719
englisch-lehrer.com/berlin

ONLINE COURSES
englisch-lehrer.com/online
worldwide on Zoom

CONTACT
+49 511 4739339
james@englisch-lehrer.com