

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 **the office"** a full sentence it is "out of

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 |
|------------------------|--------------|
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BRICK 2 · COMPLETE THE CHUNKS · APPROX. 6 MIN

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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

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| <p>01 <b>out of the office</b> until Tuesday<br/><i>Fixed chunk for part 1: the absence with its end date.</i></p> <p>02 I am <b>reachable</b> again from Monday<br/><i>A word-for-word translation — English names the return: "I will be back..."</i></p> <p>03 <b>back in the office on</b> 12 August<br/><i>Chunk for part 2: the explicit return date.</i></p> <p>04 <b>07.11.2026</b><br/><i>All-numeric dates are ambiguous — write the month as a word.</i></p> <p>05 <b>for urgent matters</b>, please contact Maria<br/><i>Chunk for part 3: the contact for urgent matters.</i></p> <p>06 my <b>hotel</b> is near the beach<br/><i>Travel plans and private details do not belong in the message.</i></p> | <p>07 <b>limited access</b> to email<br/><i>The honest middle ground: you check email only occasionally.</i></p> <p>08 I will reply <b>immediately</b><br/><i>A promise you cannot keep after a holiday.</i></p> <p>09 will answer <b>on my return</b><br/><i>Politely postpones the reply until the return.</i></p> <p>10 I am in <b>hospital</b> this week<br/><i>Medical details have no place in an automatic reply.</i></p> <p>11 <b>Kind regards</b><br/><i>Part 4: the polite sign-off before your name.</i></p> <p>12 many <b>apologies</b> for the inconvenience<br/><i>Skip long apologies — four short parts are enough.</i></p> |
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## BRICK 2 · FILL-IN

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| <p>01 out of <b>the</b> office<br/><i>A full sentence always takes "the" — only the label goes without.</i></p> <p>02 out of the office <b>until</b> 14 August<br/><i>"Until" marks the end point of the absence.</i></p> <p>03 <b>back on</b> Tuesday, 18 August<br/><i>The return date takes "on" + weekday and date.</i></p> <p>04 For <b>urgent</b> matters<br/><i>Fixed chunk: "For urgent matters, please contact..."</i></p> | <p>05 limited access <b>to</b> email<br/><i>Fixed preposition: "access to".</i></p> <p>06 <b>On</b> my return<br/><i>Fixed chunk: "on my return", not "at".</i></p> <p>07 I am <b>out</b> of the office<br/><i>The core phrase of every message: "out of the office".</i></p> <p>08 please <b>contact</b> our support team<br/><i>The polite request: "please contact" + a person or team.</i></p> |
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## BRICK 3 · CORRECT

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| <p>01 I am out of <b>the</b> office until Wednesday, 22 July.<br/><i>In a full sentence the phrase needs its article: "out of the office".</i></p> <p>02 I am out of the office <b>until</b> Monday, 20 July.<br/><i>The end point of the absence is "until" — "since" does not fit here.</i></p> <p>03 I <b>will be back in the office on</b> 27 July.<br/><i>"Reachable" sounds like a word-for-word translation — English names the return.</i></p> | <p>04 I will be back in the office on <b>4 September 2026</b>.<br/><i>Only the month as a word is unambiguous — never write all-numeric dates.</i></p> <p>05 For urgent matters, please <b>contact</b> my colleague.<br/><i>"Contact" needs no "with" — the person follows directly.</i></p> <p>06 I will answer every message <b>on</b> my return.<br/><i>Fixed chunk: "on my return", not "at my return".</i></p> |
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## 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.

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| <p>01 "Thanks for your email. I am <b>out of the office until</b> Friday, 24 July."<br/><i>Part 1: thanks + absence with an end date — always with "the" in a sentence.</i></p> <p>02 "I will be <b>back in the office on</b> Monday, 27 July."<br/><i>Part 2: the explicit return date — "until" alone is ambiguous.</i></p> | <p>03 "For <b>urgent matters</b>, please contact Maria Sommer at maria.sommer@example.com."<br/><i>Part 3: the contact person's name plus email address.</i></p> <p>04 "Thanks for your email. I am <b>out of the office until</b> Friday, 24 July. I will be <b>back in the office on</b> Monday, 27 July. For <b>urgent matters</b>, please contact Maria Sommer. <b>Kind regards</b>, Jonas"<br/><i>All four parts in their fixed order; the month is written as a word.</i></p> |
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NEXT BRICKS — KEEP BUILDING FREE ONLINE

### PAIR WITH THIS

#### Email Openings and Closings

[englisch-lehrer.com/en/lessons/formal-email-opening-closing](https://englisch-lehrer.com/en/lessons/formal-email-opening-closing)

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