

C Write your own responses to the e-mails in Part A by completing the templates.

Question 6

Dear _____,

I received your _____ about _____. I will be available _____
 I would like to ask you some things. First, _____
 _____. Also, _____
 _____. I look forward to seeing you next _____

Sincerely,

Question 7

Dear _____,

Thank you for _____. You asked about _____

 We have _____ in our Marketing Department. It requires _____
 _____. How much _____
 _____? I look forward to hearing from you.

Sincerely,

D Now, evaluate your responses in Part C using the checklist below. How well did your responses meet the scoring criteria? Check (✓) Yes or No. Keep practicing until all of your answers are Yes.

Response Checklist: Questions 6-7

	Yes	No
1. I included a greeting.	☐	☐
2. I began with an opening statement and ended with a concluding statement.	☐	☐
3. I addressed all tasks given in the directions.	☐	☐
4. I used a variety of sentence types and vocabulary.	☐	☐
5. I used correct grammar and spelling.	☐	☐