

## I. BASIC INFORMATION

## ● ABOUT EMAIL

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## QUESTION FORMAT

## General topics

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## II. HOMEWORK

### Exercise 1. Rearrange the sentences to have a completed email

#### Email 1.

From: Stewart  
To: James Howard  
Subject: Account manager position  
Sent: January 12m 4:12 p.m  
Dear Mr. Howard,  
Thank you for your interest in the Account Manager position. I would like to invite you to interview for the position. We are scheduling interviews on Tuesday and Thursday after 1 p.m. Could you please submit three times that work for you?  
Sincerely,  
Stewart Balkin, Manager of Human Resources.

I appreciate the offer!

I received your e-mail stating that I'd been selected for an interview.

Dear Mr. Balkin

I will be available next Tuesday from 2:30 to 4 p.m, and again on Thursday at 4.

James Howard

Sincerely,

I look forward to meeting with you.

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## Email 2.

From: Kelly Hartfield

To: Nan Schmidt

Subject: Dinner

Sent: March 1, 2:33 p.m.

Hi, Nan.

Thanks for giving Donald and me to your potluck dinner! We would love to come. Could you tell me what sort of dish we should bring? And, do any other guests have dietary restrictions that you know of?

Thanks,

Kelly

I'm glad you and Donald will be coming to the potluck.

Nan

Kelly

I can't wait to see you!

Good to hear from you!

But if you want to bring what other people won't, past experience suggests that a vegetable side dish would be a good idea.

**Exercise 2. Choose the best sentences to fill in the email.**

**Email 1.**

From: Samantha Pollock, President, Class of 2002

To: Charles Davis, Class of 2002

Subject: Our 5<sup>th</sup> reunion

Sent: January 8, 10:25 a.m.

Dear Charles,

It seems like just yesterday that we graduated, but our fifth reunion is coming up. Your class officers are very excited, and we hope you are too. At this point, we are asking you to vote on which band you would like to schedule. We are considering the White Tigers, Hello, Hello, and Rocket. Please also suggest any topic that you might want covered in the "course" the university offers for alumni.

Thanks!

Samantha

I would also like to learn

Sincerely

Thank you for

prefer

addressing

Dear Samantha,

1 ..... asking for my input about bands and courses for the reunion. I 2 ..... the White Tigers. As for courses, I think courses 3 ..... some less popular career choices for certain majors would be helpful. 4 ..... more about the conflict in the Middle East. By the way, when is the fifth reunion?

5 .....

Charles Davis

Email 2.

From: Osha Miller  
To: Robert Taub  
Subject: Fossil fuel use  
Sent: July 27, 11:12 p.m.  
Dr. Taub.

I'm a student at State College. I'm writing my senior thesis on the use of fossil fuel in agriculture. I am trying to find a breakdown by percent of the total fossil fuel used that would include production, processing and transportation. I was told you might have those numbers, or if not, that you might be able to direct someone who would. Can you help me? Thanks in advance.

I'm attaching it      research      interest      breakdowns      processing

Dear Ms. Miller,

Thank you for your 1 ..... in my 2 ..... As you may know, most 3 ..... of fossil fuel use do not include 4 ..... I have one paper from 5 years ago that did include processing (and storage). 5 ..... . I may be able to find some more recent numbers – when do you need the information?