

WRITE AN EMAIL BASED ON A DIALOGUE

Manager: Hello, Alex. Please send this parcel today.

Clerk: What is inside the parcel?

Manager: There are legal documents: a contract and a bill.

Clerk: I will check the paperwork.

Manager: Register the parcel in the mail log.

Manager: Write the sender and the recipient on the label. Check the postcode.

Clerk: Is it a domestic delivery?

Manager: No, it is an international delivery.

Manager: Wrap the documents with bubble wrap.

Manager: Mark the parcel: handle with care, keep dry, this way up.

Manager: Measure the length, width and height. Weigh the parcel and write the weight on the waybill.

Manager: Send it by registered post and insure it.

Clerk: Do I ask for a signature?

Manager: Yes. Ask for a signature and track the shipment.

Complete this mail with the information from the dialogue.

Subject: Send a parcel

Dear Alex,

Please send the parcel today.

Inside the parcel there are _____.

Please check the _____.

Write the _____ and the _____ on the label.

Check the _____.

It is an _____ delivery.

Wrap the documents with _____.

Mark the parcel: _____.

Measure the _____, _____ and _____.

Weigh the parcel and write the _____ on the _____.

Send the parcel by _____ and _____ it.

At the post office, ask for a _____.

After sending the parcel, please _____ the shipment.

Thank you.

Best regards,

John Wick,

Manager