

Student's name: \_\_\_\_\_ Date: \_\_\_\_\_ Final grade:

**Task 1: Making a request**

Unfortunately, a personal emergency requires you to leave work early. First, you need to contact your manager to request this

- Explain the situation and request permission.
- Ask for your manager's support.
- Use expressions for requesting action/permission.

Write your email in 80-100 words.