

Writing

You receive this e-mail at work. Read the email and answer the questions.

1. What is your relationship with Dennis?
2. Why is he writing the e-mail?
3. What do you need to include in your answer?

Hello,

It was good to meet you when you came up to the head office last week. I am writing to ask you for more details about the customer sales research that you told us about. I am interested because my department completed a similar project last year.

First of all, when are you starting to interview customers? How many people do you think you will speak to? I can share some customer contact details with you if you need more people to speak to.

Also, could you let us know if you are going to collect information from customers face-to-face or online?

It sounds like we are doing very similar things, so let's keep in touch. I look forward to hearing from you.

Regards,

Dennis Meehan

Write a reply in 100 words, using functional language from the lesson.