

How to write an email to ask a colleague to do something (A2)

1. Fill in the gaps

: Stefan Herrera

: Julia

: Stable Feeds Contact Information

, Julia!



I'm Stefan, the new account manager. Could you send me the contact information for Stable Feeds' inventory manager? I'm trying to reach out to Stable Feeds for their monthly order, but I can't find their information in the database. You can send it here or over text.

I'll be in the office until 5:30 pm today, and I'll be back at 9 am tomorrow. I would like to try reaching out to them before lunchtime tomorrow, if possible.

Stefan Herrera



2. Answer to the following questions about the email.



- Who is the new account manager?
- What does he want?
- Where does he want you to send that information?
- When will Stefan be in the office?

3. Mark the following statements as true or false.

- You have to give a deadline if you can.	T / F
- You don't have to give specific dates.	T / F
- You have to put the question in the first or second sentence	T / F
- You don't need to greet your reader	T / F
- You have to use a clear, direct subject line.	T / F