

Reading an Email and Write a Response



Part A: Read the email below and answer the questions.

Send Attach Save Draft Spelling Cancel

To: Show BCC
Cc:
Subject: Job Interview Appointment Plain Text

Dear Mira Gatos,

We would like to invite you for a job interview for the position of cashier at Martins Department Store. The interview will take place on Wednesday, April 19th at 10:00am. The interview will be at our downtown store location in our HR offices on the 3rd Floor.

Please bring 3 copies of your resume and a list of references to the interview. If you have any questions, please contact Aurora Johnson in the HR department (519-979-5469).

Thank you,

Jake Tepper, Store Manager
519-979-5877

Questions:

1. Who is the email from?
2. Who is the email for?
3. What is the email about?
4. When is the interview?
5. Where is the interview?
6. What is the job that Mira wants?
7. What should Mira bring to the interview?
8. Who should Mira call if she has questions?

Part B: Drag the parts of the email response to the correct location in the email below. This email is a RESPONSE to the email invitation in Part A.

3 copies of my resume	Wednesday	10:00am	references
to seeing you then	Jake Tepper	519-979-5689	position of cashier
Job Interview Appointment	Mira Gatos	a job interview	April 19th

Send Attach Save Draft Spelling Cancel

To: Show BCC

Cc:

Subject: Plain Text

Dear _____,

Thank you for your invitation for _____. I am very interested in the _____ at Martins Department Store. Yes, I am available on _____, _____ at _____. I will bring _____ and a list of _____. I look forward _____.

Sincerely,

