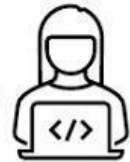


# Reading an Email and Write a Response



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

Send	Attach	Save Draft	abc Spelling	Cancel	Icons
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 19<sup>th</sup> at 10:00am. The interview will be at our downtown store location in our HR offices on the 3<sup>rd</sup> 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,

\_\_\_\_\_

\_\_\_\_\_