

Questions 6-7: Written Requests

For these questions you will have to respond in writing to an email request. You will have ten minutes to read and respond to each question.

From: Rachel Geller
To: All staff
Subject: Request for Ideas for Upcoming IT Training Session
Sent: July 5, 1:15 P.M.

Dear Team,

I hope you're doing well. As we prepare for our upcoming IT training session on July 12th, I would like to gather your input to ensure that the session is as relevant and beneficial as possible for everyone. If you have any specific topics, tools, or challenges you'd like to see addressed during the training, please share your ideas with me by July 9th. Your suggestions could range from general IT practices to software or systems you feel would be useful to cover. Your input is valuable in helping us tailor the session to meet our team's needs and ensure that everyone gains practical knowledge from the training. Thank you for taking the time to contribute. I look forward to your suggestions.

Best regards,
Rachel Geller
Head of Marketing department

Direction: Respond to the email as if you are a staff of the company. In your email, make TWO requests and ask ONE question.



From: Samantha Hawkins

To: Hampton Human Resources

Subject: Positions at Hampton

Sent: August 10, 2020

Dear Sir or Madam,

I am interested in applying for a position at Hampton Inc. I recently graduated from the university and am interested in any openings you may have in your Marketing Department. If you have any positions open, please let me know what they are and how I can apply.

Thank you.

Samantha Hawkins

Directions: Respond to the email as if you are a human resources officer at Hampton, Inc. In your email, ask ONE question and give TWO pieces of information.