Urgent Meeting Request

Reading Comprehension Activity

Zoom in, read the email and aswer the questions.

Subject: Urgent Meeting Request - Project Brainstorm

Dear Team,

I hope this email finds you well. I'm writing to request an urgent meeting to brainstorm ideas for our upcoming product launch. As you know, the success of this launch is critical to our company's growth. I'm looking for fresh perspectives and innovative ideas to ensure we make a big impact in the market.

Please let me know your availability for a meeting tomorrow at 2:00 PM in Conference Room A. If you're unable to attend, please suggest an alternative time that works for you.

Thank you for your dedication and hard work.

Best regards.

CEO COMPANY

1. What is the purpose of the email?
   A) To inform the team about the upcoming product launch.
   B) To request a meeting to brainstorm ideas for the product launch.
   C) To gather feedback on the product launch strategy.
   D) To announce the date and time of the product launch.

2. What is the tone of the email?
   A) Informal and friendly
   B) Formal and urgent
   C) Casual and informative
   D) Professional and encouraging

3. What action is the CEO requesting from the recipients?
   A) To provide feedback on the product launch.
   B) To attend a meeting tomorrow at 2:00 PM.
   C) To suggest an alternative time for the meeting if they can't attend.
   D) Both B and C

4. What can you infer about the CEO's attitude towards the product launch?
   A) They are unconcerned about its success
   B) They are confident that it will be successful.
   C) They are concerned about potential challenges
   D) They consider it a top priority for the company

5. How would you respond to this email if you were available for the meeting?
   A) "Sure, I'll be there."
   B) "I am available to attend the meeting tomorrow at 2:00 PM in Conference Room A. I look forward to brainstorming ideas for the product launch."
   C) "I can't make it, but let me know how it goes."
   D) "No problem, count me in!"

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