Activity 5: Choose one of the subjects below and write an email in the space below and on the next page.

1. You are contacting a hiring manager to arrange an interview for a job at an IT company.

2. You contact your university professor to see if you can have a 1-1 tutorial with them to discuss your exam results.

3. You have heard about a possible promotion at your company and you would like to receive more information from the HR team.

To:

Subject:

From:

Send	Attach 📎

_____
_____
_____
_____
_____