Reading Practice Task #2: An Unprofessional Request

Instructions: Read the following email exchange and answer the questions on the next page.

Email 1: Email to a Manager

Subject: Job needed: URGENT!!!

Hey man,

I saw on the company website that you are the hiring manager.

I need a job at your company ASAP. I have a business diploma, and I finished school last year. I can do any job; I don't care what it is. I am available to start immediately.

Please call me or email me back today to set up an interview. My number is 555-123-4567.

I really need a job. Need to pay bills and staff.

Thanks,

David Lee

Email 2: Reply from the Manager

Subject: Re: Job needed: URGENT!!!

Dear Mr. Lee,

Thank you for your interest in positions at Apex Dynamics.

I have reviewed your email. While we appreciate all expressions of interest, I must be frank. The approach in your email is not the most effective way to seek employment.

Our company has a formal application process. All open positions are listed on our careers page, and we require candidates to submit a tailored resume and cover letter for a specific role. Sending a generic, urgent request to a hiring manager is not a substitute for this process.

Furthermore, professional communication is highly valued here. This includes using a formal salutation, a clear and professional subject line, and explaining your specific skills rather than stating you will do "any job."

I encourage you to review our careers page and apply through the proper channels if you find a role that matches your qualifications.

Regards,

Anna Sharma
Human Resources Manager
Apex Dynamics

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Comprehension Questions

Read the emails on the previous page. Answer the following questions.

1. What is the subject line of David's email? What does it tell you about his tone?

2. How did David find Anna Sharma's contact information?

3. What does David NOT include in his email?

a) His phone number
b) The reason he needs a job
c) A specific job he is applying for
d) His name

4. What does Anna Sharma ask David to do in the future?

5. The word **"generic"** in Anna's email means:

a) specific and detailed
b) not specific or general
c) very professional
d) highly urgent

6. What is the main reason Anna Sharma gives for not helping David directly?

7. David uses a formal and polite tone in his email.

TRUE **FALSE**

8. Anna Sharma is impressed by David's directness and urgency.

TRUE **FALSE**

9. Anna Sharma explains that David's communication style was not appropriate.

TRUE **FALSE**

10. What 3 things would you suggest changing for this email to look more professional?

- _____
- _____
- _____

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