

Communicating at Work: Emails

1. Take inventory. Complete the chart.

<u>October</u> Supplies Inventory			
Item	In stock	Required	Need to Order
message pads	1 pack of 50	4 packs of 50	
toner	2 cartridges	3 cartridges	
printer ink	4 cartridges	4 cartridges	
manila envelopes	2 boxes of 100	2 boxes of 100	
paper clips	2 boxes of 100	4 boxes of 100	
batteries	2 packs of 12 AAA	2 packs of 12 AAA	

2. Write an email to Henry Tudor (htudor@kingmail.com) about the supplies.

 Send  Attach  Save Draft  Spelling  Cancel

To:

Show BCC

Cc:

Subject:

Plain Text

Arial

12

B

I

U





















