

## C Write your own responses to the e-mails in Part A by completing the templates.

**Question 6**

Dear \_\_\_\_\_,

I received your \_\_\_\_\_ about \_\_\_\_\_. I will be available \_\_\_\_\_.  
 I would like to ask you some things. First, \_\_\_\_\_.  
 Also, \_\_\_\_\_. I look forward to seeing you next \_\_\_\_\_.

Sincerely,

**Question 7**

Dear \_\_\_\_\_,

Thank you for \_\_\_\_\_. You asked about \_\_\_\_\_.  
 We have \_\_\_\_\_ in our Marketing Department. It requires \_\_\_\_\_. How much \_\_\_\_\_?  
 \_\_\_\_\_? I look forward to hearing from you.

Sincerely,

## D Now, evaluate your responses in Part C using the checklist below. How well did your responses meet the scoring criteria? Check (✓) Yes or No. Keep practicing until all of your answers are Yes.

**Response Checklist: Questions 6–7**

	Yes	No
1. I included a greeting.	<input type="checkbox"/>	<input type="checkbox"/>
2. I began with an opening statement and ended with a concluding statement.	<input type="checkbox"/>	<input type="checkbox"/>
3. I addressed all tasks given in the directions.	<input type="checkbox"/>	<input type="checkbox"/>
4. I used a variety of sentence types and vocabulary.	<input type="checkbox"/>	<input type="checkbox"/>
5. I used correct grammar and spelling.	<input type="checkbox"/>	<input type="checkbox"/>