

## GRADE 9 APPLIED – TASK 2

NAME:

DATE:

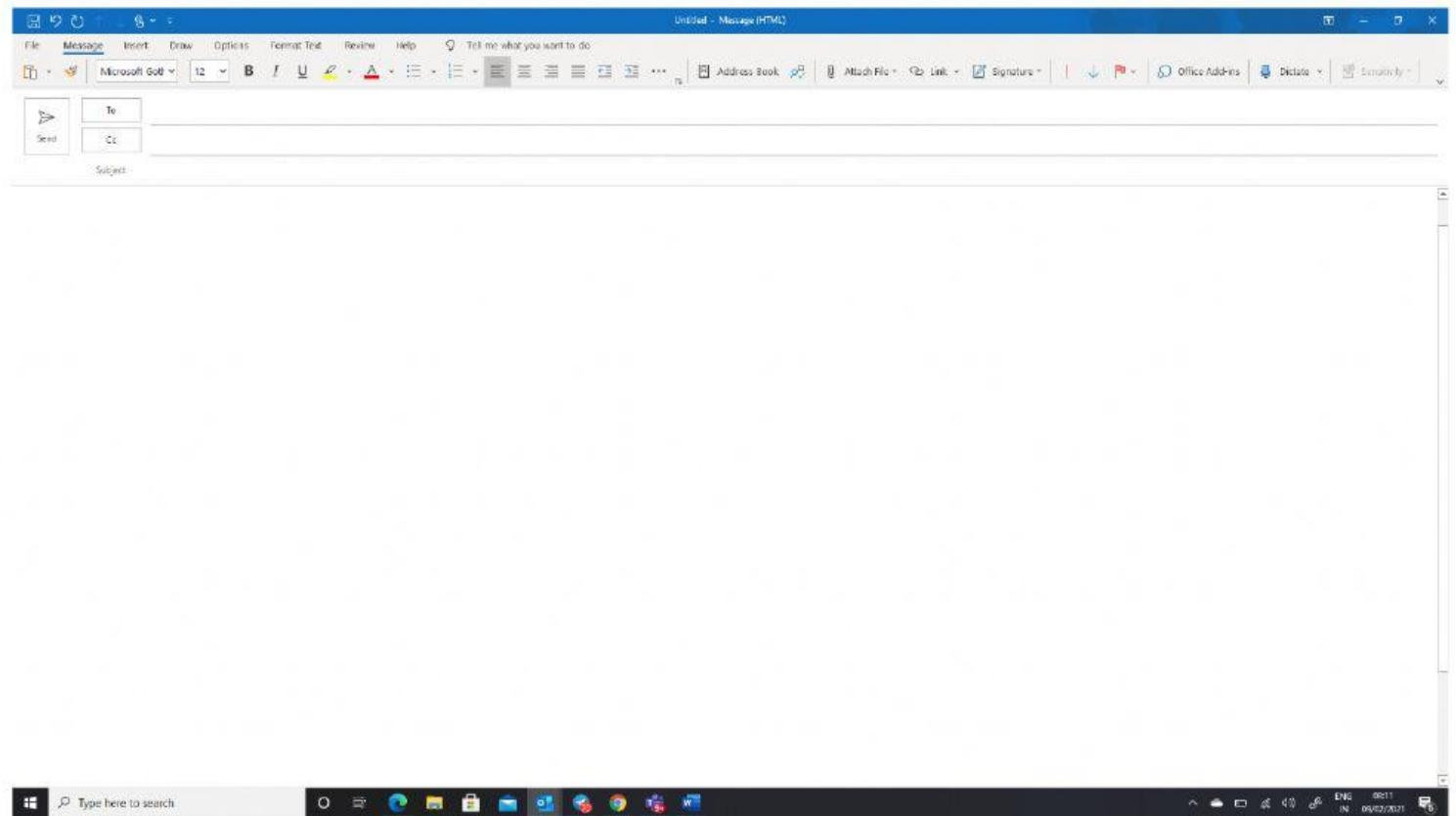
2.1. Expo 2020 is hosting online sessions for people that want to attend safely, from home. Now that you have joined the 'Explore the industries' team, one of your roles is to reply to emails from people attending online. This is one of the emails you have received:



The screenshot shows a Gmail inbox. The 'Compose' button is visible. The inbox list shows one item: 'Good Morning, I'm very interested in this industry. Can you tell me about the different careers available in this industry? This will help me decide which career is best for me.' Below this, another item is partially visible: 'Thank you.' The sidebar on the left shows 'Inbox (3)' and other folder options like 'Starred', 'Important', 'Sent Mail', 'Drafts', and 'More'.

This is the first email you have been asked to reply to. Your manager wants to make sure you are ready for this job. They have asked you to:

- brainstorm the information you could include in your reply.
- write a first draft of the email for the manager to see.
- write a final draft that includes improvements from the feedback you have received.



 **LIVEWORKSHEETS**