VE2C

IA Practice Paper

Situation

You are Janice, Project Officer at Green Day Limited. You have received the following email from your colleague, Marco. Complete the reply to Marco by choosing the best options.

Mail

To: Janice Fan <janice@greenday.com>

Subject: Tree Planting Day

Dear Janice

I am going to organise the Tree Planting Day to contribute to environmental protection. The Supervisor has asked me to suggest the target participants and a promotional method for the event. I remember you organised a similar activity last year. Can you give me some ideas?

I also need to form a team of volunteers for the event. Could you tell me what to do?

Regards
Marco

Refer to the work plan on the next page

Dear Marco

Thank you for your email about the Tree Planting Day. I am writing to make suggestions and tell you how to form a team of volunteers for the event.

Regarding the target participants, _____ primary school students and their parents _____ _____ an engaging activity for families. Also, _____ a valuable learning experience for children. As for the promotional method, I think _____ distribute leaflets in local primary schools _____ it is cost-effective. Moreover, it _____ reach our target groups effectively.

LIVEWORKSHEETS

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	Action Item	Remarks
1.	Advertise volunteers recruitment with details	e.g. goals, missions, event details
2.	Confirm list of volunteers	if receive less than 30 applications
	Select suitable volunteers	if receive over 30 applications
3.	Assign roles and responsibilities	⟶ each volunteer
4.	Notify volunteers about arrangements	
5.	Briefing session	2 weeks before event

To form a team of volunteers for the event, first, the volunteers recruitment with details goals, missions and event details. You should confirm the list of volunteers . Select suitable volunteers if you receive over 30 applications. Then, assign roles and responsibilities . Next, notify the volunteers about the arrangements. Finally, a briefing session

I hope my ideas are useful.

Regards

Janice

LIVEWORKSHEETS