

NEXT

PRACTICA FINAL

1. Eleji la opción correcta

Feedback on Training Session

Hello Sarah,

Thank you for attending the training session last Friday. We _____ the feedback from all participants, and it seems that everyone found it very useful. You _____ consider sharing the slides with the team, as they could benefit from reviewing the material in more detail.

Next week, we _____ a follow-up meeting to discuss further improvements. If you _____ any additional support in preparing for this, please let me know.

Best regards,

David Grant

Training Coordinator"

Tono: _____

Formalidad: _____

Project Update

Dear Team,

We _____ the initial phase of the project. I believe this is a significant achievement, and it could not have been possible without everyone's hard work and dedication.

Next month, _____ phase two, which will focus on testing and feedback collection. Please _____ sure to review the updated timeline attached to this email.

Thank you once again for your commitment. Let me know if you _____ any questions.

Best,

Jane Smith

Project Manager"

Tono: _____ Formalidad: _____

"Subject: Quarterly Report Submission

Hello David,

I want to remind you that the quarterly report is due _____ Friday _____ 5 PM. Please make sure you submit it by then to avoid any delays in processing.

If you _____ any additional time or assistance, do not hesitate to reach out to me. We _____ have a team meeting at our main office _____ Monday 22nd to discuss the report findings in detail.

Thank you for your attention to this matter.

_____,
Laura Green
Finance Department"

Tono: _____ Formalidad _____

New Product Launch Meeting (BHG12tv)

_____, Team,

I am excited to announce that we _____ the official launch of the new product. We _____ on this project for months, and it _____ time to present it to the market.

To ensure everything goes smoothly, each department must prepare a brief update on their part of the project. Please join the meeting at our main conference room

_____, Friday _____ 2:00 PM.

Thank you for your hard work, and let's make this launch a success!

_____, regards,
Tom Lee
Marketing Director

Tono: _____ - Formalidad: _____