

Activity 5: Choose one of the subjects below and write an email in the space below and on the next page.

1. You are contacting a hiring manager to arrange an interview for a job at an IT company.
2. You contact your university professor to see if you can have a 1-1 tutorial with them to discuss your exam results.
3. You have heard about a possible promotion at your company and you would like to receive more information from the HR team.

To:
Subject:
From:
Send Attach 