Reading Practice Task: Information Interview Request

Instructions: Read the following email exchange and answer the questions on the next page.

Email 1: Email to a Professional

Subject: Information Interview Request - Jane Doe Referral



Dear Mr. Chen,

My name is Alex Kurosawa. I am a recent graduate of the Business Administration program at City College. Our mutual connection, Jane Doe from your marketing team, suggested I contact you.

I am very interested in learning more about a career in project management, specifically in the technology industry. I have been following the work of your company, Innovate Solutions Inc., and I am very impressed with your projects.

I was wondering if you would have 20-30 minutes for a brief information interview. I would like to ask you a few questions about your career path and your experience in the field. I am available on weekdays after 2:00 PM. A virtual meeting via Zoom would be perfectly convenient.

Thank you for your time and consideration. I have attached my resume for your reference.

I look forward to hearing from you.

Sincerely,

Alex Kurosawa

Email 2: Reply from the Professional

Subject: Re: Information Interview Request - Jane Doe Referral



Hi Alex,

Thank you for your email. It's always a pleasure to hear from a friend of Jane's. Congratulations on your recent graduation.

I would be happy to meet with you for a short information interview. I understand how valuable these conversations can be when you are starting your career.

How about we schedule a Zoom call for this **Thursday at 3:00 PM**? That time works for me. I will send you a calendar invitation with the Zoom link.

Please come prepared with your questions. I'll do my best to give you a helpful overview of my role and the industry.

See you on Thursday.

Best regards,

Michael Chen
Senior Project Manager
Innovate Solutions Inc.

LIVEWORKSHEETS

Comprehension Questions

Read the emails on the previous page. Answer the following questions.

1. What is the main purpose of Alex's first email?

2. How did Alex find out about Michael Chen?

3. Alex is interested in a career in:

a) Marketing
b) Business Administration
c) Project Management
d) Technology Support

4. What does Alex attach to the email?

5. In his reply, Michael Chen suggests a meeting time. What is it?

6. The word **"virtual"** in the first email means:

a) important
b) online
c) formal
d) quick

7. What does Michael Chen ask Alex to do to prepare for the meeting?

8. Why does Michael Chen agree to the meeting?

a) He needs to hire a new assistant.
b) He thinks it is valuable for someone starting their career.
c) Jane Doe asked him to give Alex a job.
d) He wants to discuss a new project.

9. The writer (Alex) and the reader (Michael) have met before.

TRUE FALSE

10. Alex uses a formal tone in the email to show respect.

TRUE FALSE

11. Michael's reply is friendly and encourages Alex to prepare for the meeting.

TRUE FALSE

LIVEWORKSHEETS