

Email Writing: Putting It in Practice

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Read the three situations below. Choose one of them and write an email. Exchange with a partner and write a response to his or her message. Your email should:

- Contain all the elements of a memo/email message
- Clearly state the purpose of the message
- Provide any necessary details
- State what you want the recipient to do
- Be proofread and edited for errors



Situation 1: Student A

You work in the human resources department of ACME company. You need to prepare an orientation for new staff. Write a memo/email to Maria Santos, manager of the accounting department, and ask her to suggest a convenient date for the orientation as well as possible topics to include.

Situation 1: Student B

You have just received a memo asking for some information. Write an email response, providing all the requested details.

Situation 2: Student A

You work as an administrative assistant in a large company. You have just been assigned to work with a team of salespeople who are away from their desks often. Write an email message to your new co-worker to introduce yourself.

Situation 2: Student B

Respond to the email message you have just received. Welcome your new co-worker.

Situation 3: Student A

You need to discuss some work you are doing on a project with a co-worker. Write a memo/email message to suggest a meeting. Include the topic you want to discuss and suggest the time and place to meet.

Situation 3: Student B

You have just received a memo/email message requesting a meeting. You are busy on the suggested day. You also think a meeting is not necessary. You would prefer a phone call. Write a memo/email message.