You are a business trainer for a large training company. You are organising a seminar for a group of marketing managers. Write an email to your assistant:

- confirming the date and time of the event
- telling him/her the number of people attending
- asking him/her to book a training room.

Write 40 – 50 words.

From: 
To: 
Subject: 
PART TWO

- You work for an engineering company that will soon be taken over by a French corporation. Your boss has sent you the email below.
- Look at the email and the contract extract below, on which you have already made some handwritten notes.
- Then, using all your handwritten notes, write an email to staff.

Write 120 – 140 words

Salaries: admin/clerical staff will receive between £12,500 and £19,500; project managers will receive between £24,500 and £32,000.

Retirement: all managers will be offered retirement over the age of 56.

Pension scheme: all staff who have been with the company for over 18 months are eligible to join the scheme (see HR for more details).

Leave: all staff will receive 20 days' leave a year, rising to 25 days after 10 years of service.

upper limit to rise to £22,000 and £34,000

to be opened to all staff

reduced to 12 months

after 5 years

From:

To:

Subject: Working conditions

Staff are concerned that the takeover will have a negative effect on their working conditions. Can you send an email round to reassure them that this won't be the case? In fact, most staff should be even better off!

Best regards,

Mike Jonson