

Please choose one out of these assignments and submit it alongside with the obligatory course email.

The extent is 180-220 words.

4. Write an 'internal message' email.

An email to all staff about a special event that is going to take place inside the organisation. Ideas: a product launch? an anniversary? somebody leaving after long service? basic information like dates and times; what will happen at the event; any action you want staff to take etc.

5. Write an inquiry about some products/services you are interested in.

An email to a supplier of office equipment (perhaps a new, high-volume photocopier), or computer equipment (perhaps new monitors for your computers). Ideas: ask for a brochure and price list; ask for a visit from a sales representative.