

You work for an international organisation. Your boss, Rebecca Millington, has asked all employees to come up with ideas to improve your department. Your idea is a teambuilding day as you have noticed some tension among the staff.

You have decided to write an email to your boss.

In your **email** you should:

- outline the problems which make a teambuilding day necessary
- explain which teambuilding activities could be offered
- discuss the benefits of a teambuilding day for the organisation

Write around **250 words**.

Notes (these will not be marked)

Übertragen Sie diese Formatvorlage auf Ihren Schreibbogen.

Email

From:

Starting time:

To:

Finishing time:

Subject:

Number of words: