***Sunday, 1 January:***

You arrive at the Introductions Nightclub to find that the entrance is guarded by an enormous doorman.

“You’re here to investigate the theft yesterday?” he growls. “OK, I’ll let you in, but you have to do something for me first.

“I’m having trouble with an email. If you could rewrite it for me, I’ll let you inside.”

Looking at the size of him, you have no choice….

Below is the doorman’s email. Rewrite it so that it’s more MBeC in style and hand your finished version to the trainer (who will pretend to be the doorman in this exercise).

If your new email is good enough, you’ll be allowed into the nightclub. Good luck!

To: Mike Mogul, Emailtown Area Nightclub Association

From: Boris Bulldog

Subject: New website

Dear Mike,

I want to inform you about a new website that I set up to co-ordinate doormen in the Emailtown area. If you want to register with this website, I can tell you what the link is. It’s <here>. I know you and other club owners in the Emailtown area find it hard to find security staff but I think this website will help you in this regard. It provides details of door staff, how long they have provided security services, the certificates they have obtained with regard to security work, and their contact details. I would like to kindly ask you to register with this website because you have to pay no money for it and it will give you all the information you need at your fingertips. Then I and the other doormen registered on the site can wait for you and other nightclub owners to contact us for work during special events, etc..

KR,

Boris

You resist the temptation to tell Boris what a terrible email it is.

Rewrite this email (including the subject line) and hand your new version to the trainer. You’ll be allowed into the nightclub if your email is MBeC enough. 😊