Assignment Brief Formal Email (Deadline: Sunday 26/11)

Instructions:

Write a formal email that includes:

1. A sender (i.e.: you)
2. A receiver
3. A subject
4. Attachements
5. An opening
6. A body of the message
7. A closing

Word count: **maximum 200 words** (mention your word count at the bottom of your page)

Submit your assignment in a **pdf file** on Toledo by Sunday 26/11/2023 23:59.

Name your file: LastNameFirstName_Group#_FormalEmail

Case study:

You are starting a new job soon. Send an email to your new colleagues to introduce yourself; **use some of the following words and idioms**:

> *to apply for – ICT-division – systems analyst – personnel manager – application – job interview - to be recruited – degree – professional bachelor – experience abroad – team work – flexibility – a meeting – I'll contact you – a new project – to give top priority*

Use formal email-writing vocabulary and phrases!

1. Identify yourself. Write your full name.
2. Give a pleasantry, or short greeting.
3. State the reason for writing. Give some background information on your project.
4. Thank the reader and include a short sign-off.

This assignment counts towards 10% of your final score for this course!

Missing the deadline has the following consequences:

- When you submit your assignment within 1 day after the deadline, you can receive a maximum of 70% of the total score.
- When you submit your assignment between 2 to 7 days after the deadline, you can receive a maximum of 50% of the total score.
- When you submit your assignment over a week after the deadline, your assignment will no longer be graded and you will receive a 0 for this assignment.