

## B1—Professional Communication

### B1 Argued mail

Defending one's position with  
moderation and professionalism



# B1 Argued mail

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You wrote to a teacher asking to be forcibly registered for the 'Make it possible' workshop that is taking place tomorrow.

Here is the response he sent you:

Dear (Student),

I am writing to remind you that participation in the 'Make it possible' workshop requires an application process.

I am disappointed to hear that you are requesting that I forcibly register you for this workshop, as I have already explained the rules and procedures to you in a previous email.

I remind you that YOU MUST READ YOUR EMAILS DAILY.

It is important that you follow the rules and procedures established for academic activities, and I expect you to do so.

Sincerely,  
(Teacher)"

**Write the professional email you will send to him to defend your position in this situation.**

As usual, you must invent all necessary information to make this message as complete and accurate as possible

All the constituent elements of the email are expected

- header (sender, recipient, CC, date, subject, name of the attachment, ...);
- body of the email;
- complete signature.