31-10-2022

BUSNEGO BARRIENTOS, NATHALIA CAROLINA.

Test n°3

Basic English II

To: Carlos.M@iplacex.cl, Mario.P@iplacex.cl, Alberto.F@iplacex.cl

Subject: Balance from the First Semester of 2019.

Cc: HH.RR@iplacex.cl

Dear Leadership Team,

I hope this email finds you well. I’m reaching out to you this time to set up the final details and to schedule the balance presentation of this semester. My team and me are aware of how special and important this time of the year is, so we’re preparing an amazing brunch for this occasion after the presentation. Therefore, we’re going to need the allergic profile of every attendant to the meeting. We shall start around 8:30 pm but we’re giving the staff an extra 15 mins to arrive in time.

This year we’re introducing a brand-new presentation format. With that being said, we’re sending each of you a piece of a small and unique type of puzzle that can only be completed with the last fragment that is hidden somewhere in the conference room. Throughout the presentation I’m going to give you different clues about where the last fragment is hidden. The slides also contain clues, so you have to pay extra attention this time. Once the presentation is over, you will have to take turns and give your best guess about where you think the fragment is. Whoever guesses first, wins a secret prize that will be revealed after the brunch. This is in addition of the classic presentation format, so we’re still displaying the graphics with the numbers and handing over flyers containing important information within the presentation to all the attendants.

The agenda is attached to this email, along with the formal invitation and the dress code. Please let me know if you need or want something in particular for the brunch.

Thank you for your time.

Best Regards,

Nathalia Busnego.