**Eng 215, Writing quiz**

**Question:**

You are the secretary of Standard and your name is Mr. Ali Jameel.

You have organized a meeting for your company at Four Seasons Hotel next Monday morning to discuss the problems that are facing some remote workers in Australia, the possible support options and their new managers.

***Write an email (around 80 words) to all the staff explaining:***

* what the meeting will be about,
* where and when the meeting will be, and
* asking them all to attend.

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| **To**: **staff@standard.com**  **Cc**:  **Subject**: **---------------------------------**  **----------------------------**  **---------------------------------------------------------------------------------------------**  **---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------**  **---------------------------------------------------------------------------------------------**  **------------------------------**  **------------------------------**  **------------------------------**  **------------------------------** |