

Work in your teams. Write one of the following emails. Be ready to share your email with the class.

Start quickly. You have 10 mins!

1. Write an email to a tutor from 2 semesters ago to request for a recommendation letter for you to submit with your NOC/internship application.
2. Your project group has to submit a proposal next Monday. Email your team members to remind them to send you their sections by Friday so you can put the document together before Monday. Remind them to follow the formatting style you have agreed on in the previous meeting.
3. You have received an email from the HR Executive at Accenture inviting you to an interview on 16 September at 3pm. But you have already agreed to an interview with Carousell on that same day at 1pm. You don't think you can make it for the Accenture interview on time. Write to Accenture to ask them to change your interview time.
4. You receive an internship offer from Facebook (via the HR Executive, Ms Doreen Chee), but unfortunately you have already accepted an internship offer from Cisco Systems ☹️. Respond to Ms Chee's email to reject her offer.