**Directions**

Write replies to the following emails. Make sure that you consider tone, purpose, and language as you craft your response. Write your email in the “Response” column. The situations in these emails are contrived, so try to make a response as best you can. However, don’t worry about giving an incredible amount of detail.

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| **Sent** | **Response** |
| Dear ㅁㅁㅁㅁ,  I recently heard about an internship that you might be interested in because you’re an ITM major. A friend of a friend was looking for an intern that could help take care of computer maintenance in an office. For whatever reason, their computers always break, so they need people to help them.  If you’re interested, could you let me know a little bit about yourself to tell him. Also, let me know what contact info you want me to give.  Sincerely,  OOOO |  |

|  |  |
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| **Sent** | **Response** |
| ㅁㅁㅁㅁ,  Thanks for your email about your school project. It sounds like a great chance to learn about our field.  I’m sorry to tell you, though, that I cannot be your interview partner. With the disruptions around the virus, I have too much to do and cannot spare the time to interview now.  Later, though, once things have settled down, I’d love to chat with you about our field, even if it won’t help your project.  Sincerely,  OOOO |  |

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| **Sent** | **Response** |
| [You received no response to your message and are writing a follow-up message to your original message below.]  Hello ㅁㅁㅁㅁ,  I am writing to you about a contest I am preparing for in my department. Actually, I need to have interviews with people to develop a business plan.  I’m very interested in your work with virtual reality and the metaverse, so I’d like to talk with you.  Sincerely,  Greg |  |