

Written Assignment: Writing an Email

Instructions:

1. Write a short email (100-150 words) incorporating at least three of the business phrases listed below.
2. Ensure the email is clear, concise, and use appropriate business language.

Business Phrases:

1. Attached please find
2. To summarise
3. Please let me know if you have any questions
4. As per our conversation
5. Our next step is
6. Best regards
7. Could you please confirm
8. I'm writing to inform you
9. In conclusion
10. For further clarification

Topics:

1. Confirming the Details of an Upcoming Meeting
2. Providing a Summary of a Recent Project Update
3. Requesting Confirmation of a Delivered Report

Example Emails:

The next page has example answers.

Write your own emails first!

Then compare what you write with my examples.

Topic 1: Confirming the Details of an Upcoming Meeting

Subject: **Meeting Confirmation for August 12th**

Dear [Recipient's Name],

As per our conversation, I'm writing to inform you that our meeting is scheduled for August 12th at 10:00 AM. **Attached please find** the agenda for the meeting, which outlines the key points we will discuss.

Could you please confirm your availability and let me know if you require any adjustments to the schedule?

Best regards,

[Your Name]

[Your Position]

Topic 2: Providing a Summary of a Recent Project Update

Subject: **Project Update Summary**

Dear [Recipient's Name],

To summarize our recent progress, we have successfully completed the initial phase of the project. The team is now moving on to the implementation phase. **Our next step is** to finalize the project timeline and allocate resources accordingly.

Please let me know if you have any questions or need additional information on the next steps.

Best regards,

[Your Name]

[Your Position]

Topic 3: Requesting Confirmation of a Delivered Report

Subject: **Confirmation of Report Delivery**

Dear [Recipient's Name],

I'm writing to inform you that the final report has been delivered to your inbox. **Could you please confirm** receipt of the document at your earliest convenience?

For further clarification on any part of the report, do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]