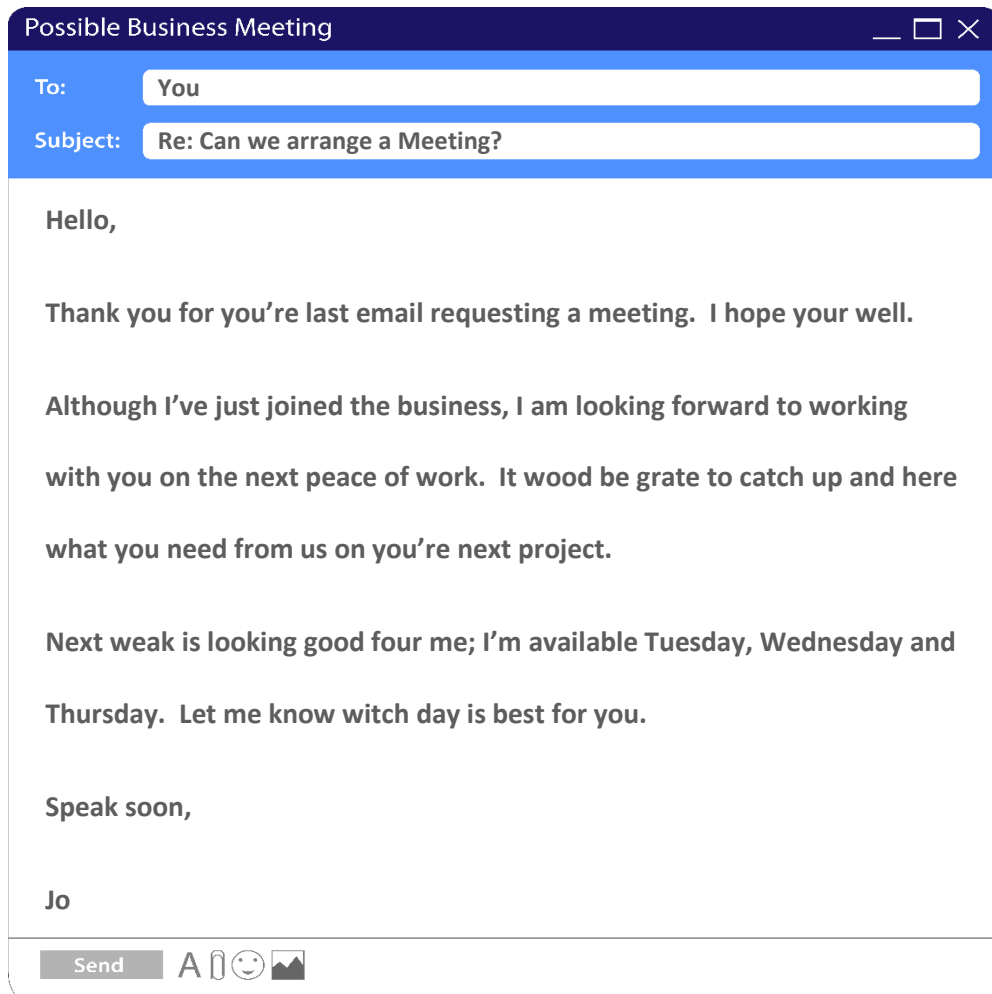


Getting Righting Write!

It is important to be able to communicate effectively when writing, whether the person you are writing to is an internal or external stakeholder.

Task 1

Yesterday you sent an email to one of your suppliers, asking for a meeting to discuss a new project. A new member of their team has just sent you this email:



1. Identify and correct any mistakes in the email. How many did you find?

2. What impression do you have of:

a. The writer of the email?

b. The business they work for?