Chapter 3

Writing Practice

**Task**

Write an email message to Paul. In the message, do the following:

• Tell Paul that you have to cancel a lunch appointment with him. You have an

urgent meeting with Sima. Remember to write an appropriate subject for your email.

Refer to the rubric in the writing section of your textbook so that you are aware of the expectations for the task.

Write your message here

Subject:

(Salutation)

In the Workplace: An Intermediate Integrated Skills Textbook

Chapter 3 Worksheets

© Bow Valley College



(Closing)

(Your name)

In the Workplace: An Intermediate Integrated Skills Textbook

Chapter 3 Worksheets

© Bow Valley College @ CD ®