Important! Download and save this fillable PDF on to your computer, and then complete the task using the PDF that you saved on your computer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Chapter 3: Writing Progress Check** | | | | |
|  Topic: Workplace communications   Task: Write an informal workplace email | | | | **Name:**  **Date:** |
|  | **All** | **Some** | **None** | **What can you do better next time?** |
| You started the email with a  suitable salutation |  |  |  |  |
| You told the receiver of the  email about the context/situation. |  |  |  |  |
| You apologized and  explained the problem. |  |  |  |  |
| You suggested a solution  and asked for the receiver’s input. |  |  |  |  |
| You ended the email with an appropriate closing. |  |  |  |  |
| You used the appropriate  level of formality throughout. |  |  |  |  |

**In the Workplace**

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