



ASSIGNMENT

Your final grade will be based on a two-parts assignment

■ **Part 01:** Writing an appropriate email that **includes:**

- *Appropriate subject line.*
- *Introducing yourself.*
- *Explaining what the email is about.*
- *Appropriate closing.*

■ **Part 02:** A short presentation (**no more than 5 slides**) about:

- *Your current experience and skills*
- *Your dream job (Why do you like this job? How do you plan to achieve your goal?)*

Deadline:

June 19th,
2021

At 23:59

To be submitted to:

english.master.fmi@gmail.com

How you will be assessed?

Did you?

1. Write an effective subject line, greeting, and closing based on the vocabulary of this lesson?
2. Choose the appropriate tone in an email to your teacher?
3. Organize the email using bullet points, white space, and other formatting in a way that clarifies your message?
4. Distinguish between **formal** and **informal** language?
5. Distinguish between **direct** and **indirect** language?
6. Choose the appropriate tone based on your relationship with your **recipient**, the **context**, and **request**?

How you will be assessed?

Did you?

7. Write effective sentences to begin an email?
8. Write a good email body?
8. Write friendly, closing sentences?
9. Follow the right samples to address a professor?
10. Follow the exact instructions?
10. Follow presentations advice from part 02?