



Task Title: Write and Reply to a Workplace Email

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☒ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will write and send an email to their manager (practitioner), then read and respond to the reply.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Communicate Ideas and Information/Write continuous text/B2.2
- Use Digital Technology/D.2

Materials Required:

- Computer
- Learner must have an email account and be connected to the internet so they can send and receive email messages

Learner Information

Writing professional emails is an important part of most jobs. Everyone needs to be able write clearly and communicate information effectively when using email.

In this taskset, you will be writing and responding to emails with your manager (instructor).

Open your email account on the computer.

Ask your instructor for their email address.

Work Sheet

Task 1: Send an email to your manager (instructor) with a completed subject line, and the following information:

- 1. The room they wanted for the Friday meeting is already booked**
- 2. You booked room 312 instead**
- 3. The room is available at 9am**
- 4. Several people still haven't replied to the meeting invite. You're not sure if the room will hold everyone.**
- 5. Ask your manager if they want you to book a bigger room or send the meeting invite again to confirm attendance first.**
- 6. Coffee and tea haven't been ordered yet. You'll do that on Wednesday. Ask if your manager also wants breakfast or snacks.**

Answer: No written response required here.

Task completed: Yes: ☐

Task 2: Wait for your instructor's response to your email. Send an email with any other questions you may have based on the information in Task 1.

Answer: No written response required here.

Task completed: Yes: ☐