MEDIATION AND FORMAL EMAIL: TRAVEL PROBLEM

ENGLISH 10 | 90 min

Zusatzmaterial - Prüfungstraining

Name: _____ Date: _____

EXAM-STYLE TASK

GERMAN SOURCE

Wichtige Information: Terminänderung, neuer Treffpunkt am Haupteingang, Verspätungen telefonisch melden, Unterlagen vollständig mitbringen.

1. Identify the relevant information.

2. Write a suitable English email.

3. Use a clear subject, greeting and closing.

4. Do not translate word for word.

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RESPONSE AND ASSESSMENT

ASSESSMENT CHECK

task completed
content and reasons
structure and coherence
vocabulary
grammar
register / interaction