

EMAIL ABOUT A NEW JOB

Before You Write

A Read the emails. How are they similar? How are they different?

Email 1

To: derek@cup.org
Subject: Good news

Dear Derek,
Thanks for your email. And YES! I got the job as a children's book illustrator!
The job is quite different from being a magazine illustrator. Manuscripts are sent to me at the beginning of the process, and I give suggestions for illustrations. The suggestions are sent to the author, and the author chooses. When the author's choices are approved by the editor, I start working on the illustrations.
Let's get together this weekend. I can show you some of the work I'm doing.
Jeff

Email 2

To: marilyn@cup.org
Subject: Guess what!

Hi Marilyn!
Remember I told you I was looking for a more exciting job? Guess what! I got a job as a talent booker at a TV station.
A talent booker is the person who sets up guests on TV shows. When a producer chooses guests for a show, I have to make all the arrangements. I contact the guests, check if they are available, and make sure that they get to the show on time. It's like doing a puzzle!!
Well, it's 7 P.M. and I have to go. There's a show in 10 minutes!
Karen

B Complete the outline for each email.

	Email 1	Email 2
Paragraph 1	reference to previous email, news	
Paragraph 2		
Paragraph 3		reason for ending the email

Your First Draft

A Imagine you just got a new job. What are your responsibilities?
Where do you work? Who do you work with? Make notes.

B Write an email telling a friend about the job. Use your notes and Jeff's and Karen's emails as models.

C PAIR WORK Read your partner's email. Write answers to these questions.

1. Is the job description clear?
2. What information is in each paragraph?
3. Can you suggest any improvements to the content or grammar?

Your Second Draft

Use your partner's answers to revise your email.