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## 7 Internal messages

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Write an 'internal message' email.

Some ideas are given below, but adapt and change them as you wish.

- a) An email to all staff about somebody who is coming to visit your organisation.  
*Ideas:* basic information like dates and times; why the visit is important; any action you want staff to take etc.
- b) An email to your line manager about a training course you would like to go on.  
*Ideas:* what the course will teach you; why you would like to go; how you and the organisation will benefit; basic information like the cost and dates; whether you want the company to pay all or just a part of the cost etc.
- c) An email to all staff about a special event that is going to take place inside the organisation.  
*Ideas:* a product launch? an anniversary? somebody leaving after long service? basic information like dates and times; what will happen at the event; any action you want staff to take etc.
- d) An email to all staff announcing a change in policy or procedure.  
*Ideas:* changes to the security procedures in the building? changes to Health and Safety procedures? changes to some aspect of working conditions like office hours or lunch breaks? changes to company policy about personal use of the Internet during working hours? changes to some aspect of company 'perks' like a mobile phone, laptop or health club membership supplied by the company?
- e) Your own idea.

When you finish, work with a partner. Check each other's grammar, spelling, punctuation and style. Is everything clear, well-structured and easy to understand?

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### FOLLOW-UP

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Exchange emails with a different partner.

Reply to the email you receive, inventing any information necessary.