

You work in the Human Resources department of a U.S. toy producer. Your company has recently merged with an Indian business and is now organizing a series of cross-cultural workshops. Your boss has asked you to write an internal email to staff about these workshops.

In your **email** you should:

- explain the purpose of the workshops
- point out the importance of cross-cultural skills
- encourage staff to attend the workshops

Write around 250 words.

Notes (these will not be marked)

Übertragen Sie diese Formatvorlage auf Ihren Schreibbogen

## Email

To:

Starting time:

Re:

Finishing time:

Number of words: