

# Chapter 03 - Writing Activity

Name:

A member of your staff completed a project and e-mailed it to you last night. He:

- did a wonderful job and completed it two days ahead of schedule.
- worked overtime for two weeks to complete the project and finished right on schedule.
- had to work hard to complete the project – one of his colleagues quit during the project and another was sick for the week.
- was two weeks late and over budget; he usually does better work.
- finished a little late, but it was his first time managing a big project.

Send him an e-mail or call him to:

- thank him for sending the project.
- give feedback on the job he did.
- suggest a time to discuss the project.

Spelling \_\_\_\_/10

Grammar \_\_\_\_/10

Comprehension \_\_\_\_/10

**Final Score** \_\_\_\_/10