

Email Question

Q1: Recently you visited the zoological park and had an uncanny experience, as a man got severely injured by falling in the tiger's enclosure. You were not able to do anything at that point, but wanted to show your concern for the safety of the visitors.

Write an email to the Director of the Zoological park in about 150 -200 words. Your email should do the following.

- Give a description of the incident
- Complain about the short fencing
- Show your concern for the safety of the visitors.

Q2: You are looking for a part time job at a Soccer club.

Write an email in about 150-200 words to the manager of the football club. Your email should do the following things.

- Introduce yourself
- Explain what experience and special skills you have
- Tell him/her when you think you can start

Q3: You recently returned to Vancouver from New York. But your checked in baggage was missing.

Write an email to the airline in about 150-200 words. Your email should do the following

- Provide details of your flight
- Explain what happened
- Ask the airline to locate the baggage and deliver to your address

Q4: You recently purchased a pre used, refurbished and certified car from a local dealer, the dealer claimed a one year no trouble warranty, however, the car has started giving trouble.

Write an email to the manager of the repair centre in about 150-200 words. Your email should do the following things:

Mention the details of the car that you have purchased.

State the problems that you faced while driving your car.

Say what assistance you want from the car dealer.