

Chain Business Emails Game Updated October 2016

Teachers' Instructions

Choose one of the emails below and photocopy one per student. Students fill the gaps in the first section, fold along the dotted line so the next person can't read what they have written. They then pass it to the next person in a circle (you might need to pass if from the last person to first). They then fill in the second part of the one they have received, fold, pass to the same person as before etc. until the emails are finished. Students then open them up, read them and discuss if they make sense and are good emails. Repeat with other versions if you wish.

EMAIL/ LETTER A

.....

Dear _____ (choose the name of a famous person)

.....

Thank you for your letter of _____ (date)

.....

I am sorry about/ that _____.

.....

This was because _____.

.....

To make up for this we would like to offer _____. Please let us know if this is acceptable.

.....

Alternatively, it might be possible for us to _____.

.....

Please let us know by _____ which of these you would prefer.

.....

If you have any further questions or problems, please contact _____.

.....

Yours sincerely

_____ (write name of another famous person)

EMAIL/ LETTER B

Dear _____ (choose the name of a famous person)

.....

Thank you for inviting me to _____.

.....

I am afraid I won't be free on _____ at _____.

.....

This is because I will be _____ing _____ at that time.

.....

Why don't we _____ instead?

.....

If this is okay with you, can you _____ me by _____?

.....

Hope to _____ you soon

.....

All the best/ Yours/ Yours faithfully/ Yours sincerely/ Cheers

(write the name of another famous person)

EMAIL/ LETTER C

Dear _____

(choose the name of a famous person)

.....

I am writing to you because I need some information about _____.

.....

I tried looking for this information on/ in _____, but could not find what I was looking for. I hope you can help me with this.

.....

Could you please tell me if it's true that _____?

.....

Could you also please inform me of any changes in _____?

.....

On a different topic, can I ask for the latest news on _____?

.....

My final question is: _____?

If you can give me any information on any of these it would be a great help.

.....

Yours sincerely

(write the name of another famous person)

EMAIL/ LETTER D

Head of Human Resources, _____ Ltd/ PLC

Dear Sir or Madam

I am writing to apply for the position of _____, ref no. _____...

... which I saw advertised in _____ of _____ (date)

I am particularly interested in this job because I have many years' experience of _____.

In the future I am looking for a job where I can _____.

People generally say I am a very _____ person.

If you need job references, please write to _____.

I am available for interview _____ (dates/ times)

... and can start work _____ (give dates/ times).

If you need any more information please do not hesitate to contact me. I look forward to hearing from you soon.

Yours faithfully

_____ (write the name of a famous person)