

Navigating a Tricky Email

English lesson 5

Learning aim: To select evidence from a text to justify a point of view.



Teamwork step 7 – I contribute to group decision making, whilst recognising the value of others' ideas.



Listening step 5 – I listen to others and record important information as I do.

Scenario

Zara has started a digital marketing apprenticeship at Hawk UK, a digital marketing agency. She spends 80% of her week working for Hawk and 20% studying for a BA honours in digital marketing at a city university.


She has been in post for just over a month.



Scenario

Zara has just received this email from her line manager, Hamish.

After reading the email, in your group, answer and discuss the questions on your worksheet.



Zara,

Update on our team meetings. We expect all team members to attend our team meet every Wednesday at 2.30pm. We join wherever we are – in the office or from home. I aim to send the agenda to all team members by 11am, so they have a chance to review the items and consider the input required. (Couldn't this week or last but normally I do.) If you're expected to present, your initials will be next to the agenda item so please review it well in advance!

I understand you are in uni on a Wednesday, but we can't flex on this meeting. Make sure you work your uni time around us please. Really important.



Also, just checking why you haven't been in the department socials for the last two weeks? Our team go out every Friday night. (Well, the fun bunch anyway. Just not Jackie and Bea - don't ask. Loooong story!) We usually leave the office around 6pm and head to town. First round on the agency and then you need to pay for your own food and drink. This is a good way to get to know people and build a sense of unity so hope to see you there this week!!

Crazy busy again this week but if you need to speak to me, I can make myself available for a 15-minute video call Wednesday afternoon - only if urgent though please.

Cheers,

H

Reflection part 1

1 – What are three learnings you will take away with you from today's lesson?

2 – How well do you think you listened to others today?
Rate yourself from 1-5.

1 (I can't remember what other people contributed) – 5 (I was actively listening to my classmates and made notes of important information and ideas that they shared)

Reflection part 2

3 – Write down one great contribution from someone in class today. Be prepared to share this with them!