

## Example email

	Comments
<p>Subject: 'Room-for-a-break campaign' ①</p> <p>Hello Team, ②</p> <p>Thank you to everyone who has contributed to the recent discussions about whether or not our company should join the 'Room-for-a-break' campaign. I have researched the campaign, taken all of your opinions into consideration and will explain why I have decided we should join with some slight changes. ③</p> <p>Some say that taking a nap at work is counter-productive, while others say that it will increase effectiveness at work. The problem is if you have the ability of bouncing back after a relaxing nap or not. Other companies which have nap rooms have found that some people take napping too far, but I am confident that will not be a problem for us. Mid-afternoon napping will be encouraged only when it is necessary. ④</p> <p>Innovation rooms on the other hand I believe will increase everyone's creativity. In our innovation room there will be couches, music, coffee and dim lights. It will be a room for staff to relax in and to think in. You will be able to stay there and socialise or just think how we could improve our company. I hope you will use it wisely so that it can become something permanent after the campaign. ⑤</p> <p>Sporting equipment will also be made available in the office. This is better than going to a separate gym because it saves time and you will not miss out on important discussions with your co-workers. It means you can exercise and carry on working so you will not get behind with important deadlines but will still get a break. ⑥</p> <p>At the end of the campaign we will look at how productive everyone has been to decide if we should carry on with nap rooms, innovation rooms and sporting activities in the office or not. I am impressed with the extra work you have all put in to make this</p>	<p>① The learner uses a subject line that identifies the topic of the email.</p> <p>② The email is to be sent to all staff working at the company, so a greeting that includes everyone is appropriate.</p> <p>③ In this paragraph, the learner reminds readers of the situation and introduces the decision that will be explained.</p> <p>④ Each paragraph deals with just one feature of the campaign.</p> <p>⑤ Each paragraph includes relevant support and details to explain what has been decided about each part of the campaign.</p> <p>⑥ The focus of each paragraph is clear in its first line.</p>

## Comments

happen so I am trusting you with this campaign. There is a short survey to fill in before we start – please complete this before Friday. <sup>7</sup>

Let's make room for a break and see how it goes. <sup>8</sup>

[Name]

<sup>7</sup> The closing section explains what will happen next and what employees are expected to do.

<sup>8</sup> The sign off makes it clear that a final decision is still to be made.