**Email in the Workplace**

**OALCF Companion**

Supplementary activities that can be found on the Task-Based Activities for LBS website: http://taskbasedactivitiesforlbs.ca/

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| **Activity Title** | **Link** |
| Read a brief note from a co-worker | <http://taskbasedactivitiesforlbs.ca/content/read-brief-note-co-worker> |
| Read a brief email | <http://taskbasedactivitiesforlbs.ca/content/read-brief-email> |
| Send and receive an email | <http://taskbasedactivitiesforlbs.ca/content/send-and-receive-email-includes-skill-building-activities> |
| Set up a free email account- transition to employment task | <http://taskbasedactivitiesforlbs.ca/content/set-free-email-account-transition-employment-task> |
| Write an email to apply for a job-transition to employment task | <http://taskbasedactivitiesforlbs.ca/content/write-email-apply-job-transition-employment-task> |

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| **Suggested Milestones** |
| 1. /1a. Read an email message to identify the sender, recipient and purpose |
| 18. Write a brief texts to express thanks to an employer and to make a request |
| 22. Write an email to express interest and to provide information supporting a request |